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Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



Dear Exhibitor:

We are proud to be named the Official Service Contractor for the **2010 IDEA World Fitness Convention**, being held at the **Los Angeles Convention Center, in Los Angeles, CA.** We look forward to working with you to create a memorable and successful exhibition.

To assist you in meeting your overall needs, we have enclosed our equipment and service order forms. Please complete and return appropriate forms to our office and retain a copy of each for your files. **Order in advance!** Help ensure a smooth move-in for everyone.

Remember, the discounted prices will only apply to those order forms received in our office by July 13, 2010 and accompanied by full payment. Add 10% to both labor and furniture standard rates for orders received at the show site.

Exhibit Equipment Packages: Booth equipment will consist of 8' high **red/white/silver** back wall drape, 3' high red side rail drape, 6'x30" white skirted table, two contour chairs, wastebasket, and 7"x44" ID sign. **The premium area aisles will be carpeted in red. The regular area aisles will be carpeted in black.** Additional furniture and accessories can be ordered through this exhibitor service manual.

Exhibit Installation

Tuesday	August 3, 2010.....	8:00 am - 4:00 pm
Wednesday	August 4, 2010.....	8:00 am - 12:00 pm

Exhibit Hours:

Wednesday	August 4, 2010.....	4:30 pm - 8:00 pm
Thursday	August 5, 2010	10:30 am - 3:30 pm
Friday	August 6, 2010.....	12:15 pm - 7:00 pm
Saturday	August 7, 2010.....	11:30 am - 2:45 pm

Exhibit Hall Dismantle:

Saturday	August 7, 2010.....	2:45 pm - 11:00 pm
Sunday	August 8, 2010	8:00 am - 10:00 am

All materials must be packed and ready to ship, with bills of lading turned into the Expo Plus Service Center, prior to your scheduled move out deadline. Exhibitors using carriers other than ABF Freight Systems should notify their carriers to Check in no later than **10:00 pm on Saturday, August 7, 2010; or 8:00 am Sunday, August 8, 2010** for outbound shipments. Carriers must pick up freight by **11:00 pm on Saturday, August 7, 2010; or 10:00 am on Sunday, August 8, 2010** otherwise freight will be shipped with the Official Show Carriers.

Again, we look forward to being of service to you. Should you have any questions concerning services covered in this kit, or if we may assist you with your preliminary planning, please contact us at (404) 699-0650.

Sincerely,

Expo Plus
Customer Service Department

Discount Deadline Date: July 13, 2010

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SHOW INFORMATION

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



UNION JURISDICTION

UNION INFORMATION

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Exhibit Labor:

(Display Installation & Dismantle)

Members of the union claim jurisdiction over all set up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official General Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer on a one-to-one basis.

Freight Handling:

Members of the union also claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Electrical Union:

Members of this union claim jurisdiction for hardwiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

Tipping:

Our Work Rules prohibit the solicitation and/or acceptance of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping is not allowed.

Discount Deadline Date: July 13, 2010

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2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY	
PHONE		FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - please print			DATE	
X						

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor and material handling. Please complete the information requested below:

IF YOU ARE GOING TO UTILIZE THE SERVICES OF EXPO PLUS, THIS FORM MUST BE COMPLETED AND RETURNED. PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED.

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE
EXPIRATION
DATE

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS ☐ DISCOVER

ACCOUNT NUMBER

☐ Corporate ☐ Personal

EXPIRATION DATE:

CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE CITY

STATE

ZIP

COUNTRY

CARDHOLDER'S SIGNATURE

CARDHOLDER'S NAME - PRINT

PLEASE
SIGN

X

To simplify payment, send one check payable to EXPO PLUS, Inc.
for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Check No.

Dated

In the amount of \$

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

METHOD OF PAYMENT

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



Expo Plus has established the following terms and conditions of sale for all services rendered by us:

Expo Plus REQUIRES PAYMENT FOR ALL SERVICES UPON PRESENTATION OF AN INVOICE/ STATEMENT AT THE EXHIBIT SITE. To receive a discount, payment must accompany your advance order and be received prior to the Deadline Date on your order form. Advance payment can be made by completing the Method of Payment Form.

It is the responsibility of each Exhibitor to advise the Expo Plus Service Center representative of any problems with any orders, and to check invoices for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

All payments must be made in U.S. Funds.

If your firm or agency requires a purchase order be issued for any services rendered, such purchase order **must** accompany the order forms. Government agencies please note.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Expo Plus.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

For all exhibitors, invoices will be placed in your booth during the event for your convenience. Expo Plus will accept payment by cash, company check, American Express, Discover, Mastercard, or Visa. **Expo Plus reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.**

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in **U.S. Funds** or by credit card, cash, check, or bank wire transfer, when previously arranged by Expo Plus.

Tax Exemption Status - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.

Payment for **all** labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties shall be the **responsibility of the exhibitor at the event.**

Expo Plus reserves the right to institute collection action against all exhibitors / third parties, in the event payment is not received within 20 days. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal and company checks, and chargeback fees on credit cards will be added to your invoice.

Discount Deadline Date: July 13, 2010

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2010 IDEA World Fitness Convention
Los Angeles Convention Center
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****For BEST RATES, please order by DEADLINE DATES specified below****

	Deadline Date	Date Ordered	Total
Display Labor Estimate	July 13, 2010	_____	\$ _____
Material Handling Estimate	July 13, 2010	_____	\$ _____
Furniture & Accessories	July 13, 2010	_____	\$ _____
Sign Request	July 13, 2010	_____	\$ _____
Booth Cleaning Order Form	July 13, 2010	_____	\$ _____
Expo Plus Custom Furniture Rental	July 13, 2010	_____	\$ _____
Modular Unit Display Rentals	July 13, 2010	_____	\$ _____
Non Official Contractor Form	July 13, 2010	_____	\$ _____
Advance Shipment to Warehouse	July 26, 2010	_____	\$ _____
TLC Floral Form	See Form	_____	\$ _____
Computer Rental	See Form	_____	\$ _____
TOTAL FROM ALL FORMS			\$ _____

*****DON'T FORGET TO INCLUDE YOUR METHOD OF PAYMENT FORM*****

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____
 ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____ DATE _____
 AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

RECAP OF SERVICE

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



DISMANTLE INSTRUCTIONS

Thank you for participating in the 2010 IDEA World Fitness Convention. We hope the show has been a success for you.

All accounts must be paid prior to your scheduled move-out time. Please stop by the Expo Plus Service Center at your earliest convenience to review and settle your account. Please note that no adjustments to invoices will be made after the close of the show.

The exhibits will officially close at 2:45 pm on Saturday, August 7, 2010, at which time empty crates will be returned for the dismantling of exhibits. Please keep aisles clear of debris to help expedite this process.

All out-bound shipments require an Expo Plus Bill of Lading. Once your account is settled you can obtain a Bill of Lading and shipping labels at our Service Center. Shipping is not an automatic process. We ask that you return your Bill of Lading to our Service Center when your materials are packed, labeled and ready to be shipped. Carriers must pick up shipments no later than 11:00 pm on Saturday, August 7, 2010 or 10:00 am Sunday, August 8, 2010.

Representatives from ABF Freight Systems will be on site for your shipping convenience. **If you plan to use an alternate carrier, you are responsible for making arrangements with that carrier.** You are also responsible for ensuring that your carrier checks in for loading no later than 9:00 pm on Saturday, August 7, 2010 or 8:00 am on Sunday, August 8, 2010.

In the event that your designated carrier fails to pick up or refuses to accept shipments, Expo Plus reserves the right to re-consign such shipments where no disposition is provided. No liability will be assumed by Expo Plus as a result of such rerouting or handling.

Should you have any questions or concerns regarding the above information, please check with our representatives at the Expo Plus Service Center. It has been a pleasure serving you, and we look forward to working with you in the future.

Sincerely,

Customer Service
Expo Plus

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier at the expense of the exhibitor. Therefore, it is important to know some of the basics that will help you to avoid having your freight reconsigned.

BILL OF LADING

Each exhibitor is responsible for turning in a *Bill of Lading* to the Expo Plus Service Desk after dismantling is finished and all boxes, crates, etc. are packed and labeled. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the exhibit space to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.) **Your Bill of Lading must be turned in no later than 11:00 pm on Saturday, August 7, 2010 or 10:00 am on Sunday, August 8, 2010.**

OFFICIAL CARRIER

The Official Carrier is on site as a convenience to exhibitors and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the Official Carrier or their carrier of choice. Rates may be negotiated in advance by calling this carrier.

OTHER CARRIERS

If freight is consigned to a service other than the Official Carrier, that service **must check in with the loading dock by 11:00 pm Saturday, August 7, 2010 or 10:00 am Sunday, August 8, 2010.** Show Management, Expo Plus and the Official Carriers cannot be responsible for checking with all designated services. If you have chosen a carrier other than the Official Carrier, then we suggest that you have a representative from your company call the Expo Plus Service Desk during move-out to check on the status of the shipment and stay with the shipment until it is picked up if necessary. Many times, a reminder phone call from you will get the carrier there quickly.

RECONSIGNE FREIGHT

A "reconsignment" occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor's freight is handled by their carrier of choice, and therefore no freight is reconsigned until we must move it to complete the contracted move-out agreement, between Show Management, the convention center and Expo Plus.

Discount Deadline Date: July 13, 2010

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2010 IDEA World Fitness Convention

Los Angeles Convention Center

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BILL OF LADING

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. A copy should be mailed immediately to the Expo Plus address:

**Expo Plus
1055 Research Center Drive
Atlanta, GA 30331**

Also send a copy to the person in charge of installing your display for assistance in tracing shipments. Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be assigned a priority and the proper freight door for unloading.

NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Expo Plus for such shipments.

NOTE: In the event no weight is indicated on the documents presented, Expo Plus shall estimate the weight and charges will be based on the estimates and such charges will not be subject to adjustment.

VAN SHIPMENTS

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. Expo Plus reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

INSURANCE

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

SHIPPING LABELS

Shipping Labels are enclosed. **Use them as they will expedite handling.** If additional labels are needed, write to the Expo Plus address listed above.

SMALL PACKAGES SHIPMENTS:

Includes cartons received without documentation and delivery to the booth without guarantee of piece count and documentation. Includes Fed Ex and UPS shipments weighing less than 30 lbs. Small package fee is \$30.00 per shipment.

LABOR AND EQUIPMENT

Labor will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Place your orders for this labor using the form in the "Display Labor" section of this exhibitor service kit.

OUTGOING SHIPMENTS

To assist you in setting up your outgoing shipments, staff at the Expo Plus Service Desk will be able to provide labels, Bill of Lading forms and shipping information.

At the close of the show, if an exhibitor's carrier fails to pick up or refuse to accept shipments, Expo Plus reserves the right to reroute such shipments where no disposition is provided. Material may be hauled to a warehouse pending advice from the exhibitor and a 25% surcharge will be charged for this service. No liability will be assumed as a result of such rerouting or handling.

All shipments must be forwarded with all charges prepaid.

Collect shipments will not be accepted.

Expo Plus assumes no responsibility for collect shipments which are not accepted.

SHIPPING INSTRUCTIONS

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipments will be accepted at the Expo Plus warehouse and allowed 21 days free storage, if delivered by the deadline date of July 26, 2010. These shipments should be consigned and the Bill of Lading made out as follows:

Name of Exhibiting Company
2010 IDEA World Fitness Convention
Expo Plus
c/o ABF Freight
8001 Telegraph Road
Pico Rivera, CA 90660

RATES FOR ADVANCE SHIPMENTS RECEIVED AT THE WAREHOUSE

Exhibitors who wish to have their materials arrive in advance can do so by shipping direct to our warehouse. Materials will be unloaded at the warehouse, stored free for 21 days, delivered to the unloading docks at the exhibit site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$68.00 with a 200 lb. minimum.**

DIRECT SHIPMENTS TO EXHIBIT SITE (Clothing Exhibitors)

Shipments for direct delivery to the Exhibit Site should be **scheduled to arrive August 3-4, 2010.** These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company
2010 IDEA World Fitness Convention
Los Angeles Convention Center
c/o Expo Plus
1201 South Figueroa Street
Los Angeles, CA 90015

RATES FOR MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE

Material will be unloaded from exhibitor's trucks, or trucks of others, at the exhibit site, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$71.00 with a 200 lb. minimum.**

\$375.00 Flat rate drayage per 10' X 10' booth.

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (e.g., loose display parts; uncrated equipment), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g., 1 lot; 20 assorted pieces). Material will be unloaded from moving vans, exhibitor's trucks or trucks of others, delivered to the exhibitor's booth, picked up at the close of show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$78.00 advance, \$81.00 show site with a 200 lb. minimum.**

NOTE: In the event crated materials are combined in a shipment with materials "packed" in such a manner as to require special handling (see above), Expo Plus will invoice such shipments at the rates applicable to the "classification" of the materials, PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. If the bill of lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling rate and will not be subject to adjustment.

OVERTIME CHARGES

Shipments unloaded at the warehouse after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays, after the deadline date for advanced shipments to warehouse, or after the show opens will be subject to overtime charges. Additionally, when freight must be moved into or out of the exhibit site after 4:30 pm weekdays, anytime Saturday, Sunday, or Holidays due to scheduling conflict beyond the control of Expo Plus, overtime charges will apply. This charge will equal **\$15.00 for every 100 lbs. of freight shipped with a minimum charge of \$30.00, and will be invoiced in addition to our regular drayage charges.**

Note: A maximum of \$10.00 charge will apply to receiving and delivery of envelopes only at the show site during show hours.

**YOUR
RECOMMENDED
TRADE SHOW CARRIER**

ABF Freight System, Inc.®

ABF **tradeshow**

On Site...On Time...Damage-Free.

Your trade show exhibit is too important to trust with just any broker or freight carrier. You need someone looking out for your exhibit transportation needs and monitoring your shipment the same way that you would do it yourself — without the worry and hassle.

With service throughout North America, ABF Freight System® has more than 75 years' experience in the freight business and a national network of knowledgeable Trade Show Specialists on the floor and behind the scenes at most major shows — from start to finish. **ABF DELIVERS TRADE SHOWS**, and we have the commitment and expertise necessary to handle your exhibit the way you would do it yourself.



On site

When you call ABF TradeShow, you'll be assigned to *one* coordinator who is personally committed to managing your exhibit transportation needs. Unlike a broker, ABF owns and operates our own trucks and is in control of your shipment at all times. ABF has well-established relationships with trade show contractors nationwide. We are "plugged in" to popular show schedules and venues and are often selected as the official or preferred carrier. With on-site staff at most major North American shows, you can feel confident that your shipment will be well managed.

On time

ABF can meet virtually any transit or delivery requirement you have, including Next Day, 2nd Day and 3rd Day service. Opt for **Assured Service™** and know you have a 100% satisfaction guarantee on our published transit times. Choose **ABF TimeKeeper®** to expedite your delivery, or, if necessary, send shipments by air to meet the required delivery date. Plus, you can track your shipment any time, day or night, on our secure Web site at abf.com.



Damage-free

Our reputation for damage-free shipping is second to none. ABF was recently awarded one of the American Trucking Associations' highest honors as the best motor carrier both in claims/loss prevention and in security. Over the past decade, 99% of all shipments handled by ABF have moved claim-free.

**Trust your shipment with the leader
in exhibit transportation services.**

Call us at **(800) 654-7019**

and let our trained specialists demonstrate our ability to meet your unique exhibit needs. Visit our Web site, www.abf.com or e-mail: tradeshow@abf.com.



ABF Freight System is a proud member of these prestigious organizations:



IAEM



ECA Exhibitor Appointed Contractor Association
setting the gold of service excellence on the showfloor



Coem CONVENTION EXHIBIT MANAGEMENT
acge ASSOCIATION OF CONVENTION EXHIBIT MANAGERS

ABF Freight System, Inc. • 300 Commerce Drive • Cherryville, NC 28021 • Fax 800-836-3320



ABF Freight System, Inc.
Trade Show Services
Request For Information



Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes ☐ No ☐

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes ☐ No ☐

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 1.800.836.3320
or mail to:

ABF Freight System, Inc.
Trade Show Services
P.O. Box 697
Cherryville, NC 28021

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER

AUGUST 4-7, 2010



ADVANCE SHIPMENTS TO WAREHOUSE

On or before Monday, July 26, 2010 12:00 pm

Name of Exhibiting Company
2010 IDEA World Fitness Convention
Expo Plus
c/o ABF Freight
8001 Telegraph Road
Pico Rivera, CA 90660

DIRECT SHIPMENTS TO THE EXHIBIT SITE

August 3-4, 2010 8:00 am - 5:00 pm

Name of Exhibiting Company
2010 IDEA World Fitness Convention
Los Angeles Convention Center
c/o Expo Plus
1201 South Figueroa Street
Los Angeles, CA 90015

SHIPPING ADDRESS

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

ADVANCE SHIPMENT

RUSH!

FROM:

TO:

BOOTH NUMBER

**2010 IDEA WORLD FITNESS CONVENTION
Expo Plus**

c/o ABF Freight
8001 Telegraph Road
Pico Rivera, CA 90660

SHIPMENT SHOULD ARRIVE ON OR BEFORE:

July 26, 2010 by 12:00 pm

Number _____ of _____ pieces



ADVANCE SHIPMENT

RUSH!

FROM:

TO:

BOOTH NUMBER

**2010 IDEA WORLD FITNESS CONVENTION
Expo Plus**

c/o ABF Freight
8001 Telegraph Road
Pico Rivera, CA 90660

SHIPMENT SHOULD ARRIVE ON OR BEFORE:

July 26, 2010 by 12:00 pm

Number _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

DIRECT SHIPMENT

RUSH!

FROM:

TO:

BOOTH NUMBER

**2010 IDEA WORLD FITNESS CONVENTION
c/o Expo Plus**

LOS ANGELES CONVENTION CENTER

1201 South Figueroa Street

Los Angeles, CA 90015

SHIPMENT SHOULD ARRIVE ONLY ON:

August 3-4, 2010 and July 5, 2010 by 5 pm

Number _____ of _____ pieces

**EXPO
PLUS**

DIRECT SHIPMENT

RUSH!

FROM:

TO:

BOOTH NUMBER

**2010 IDEA WORLD FITNESS CONVENTION
c/o Expo Plus**

LOS ANGELES CONVENTION CENTER

1201 South Figueroa Street

Los Angeles, CA 90015

SHIPMENT SHOULD ARRIVE ONLY ON:

August 3-4, 2010 and July 5, 2010 by 5 pm

Number _____ of _____ pieces

**EXPO
PLUS**

2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



Rates: For complete information and descriptions, refer to the section in this service kit titled "Shipping Instructions."

CALCULATION OF ORDER

When recording weight, round up to the next 100 lbs.

Example: 235 lbs. = 300 lbs., 3 x Rate = Dollars or minimum, whichever is greater.

Advance shipment to Warehouse

We will ship _____ lbs. @ \$68.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address: **Exhibiting Company**

IDEA World Fitness Convention

Exhibit Space Number _____

Expo Plus

c/o ABF Freight

8001 Telegraph Road

Pico Rivera, CA 90660

Direct Shipments to the Exhibit Site

We will ship _____ lbs. @ \$71.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address: **Exhibiting Company**

IDEA World Fitness Convention

Exhibit Space Number _____

Expo Plus

C/O Los Angeles Convention Center

1201 South Figueroa Street

Los Angeles, CA 90015

Shipments or Equipment Requiring Special Handling ADVANCE

We will ship _____ lbs. @ \$78.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipments or Equipment Requiring Special Handling EXHIBIT SITE

We will ship _____ lbs. @ \$81.00 per 100 lbs. (200 lb. minimum) = \$ _____

Small Package Shipments (30 lbs. max per delivery)

We will ship _____ shipments @ \$35.00 - **Advance** = \$ _____

We will ship _____ shipments @ \$35.00 - **Exhibit Site** = \$ _____

PAYMENT ENCLOSED = \$ _____

NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department at (404) 699-0650.

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS	STREET	CITY
	STATE	ZIP
PHONE	FAX	DATE
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - please print	

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

MATERIAL HANDLING FORM

2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



Direct Shipments to the Exhibit Site (Clothing Exhibitors Only)

\$375.00 flat rate drayage per 10' X 10' booth.

= \$ _____

Shipping address: **Exhibiting Company**

2010 IDEA World Fitness Convention

Los Angeles Convention Center

C/O Expo Plus

1201 South Figueroa Street

Los Angeles, CA 90015

PAYMENT ENCLOSED = \$ _____

NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department at (404) 699-0650.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	BOOTH NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

Discount Deadline Date: July 13, 2010

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MATERIAL HANDLING FORM

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



THIS FORM MUST BE COMPLETED BY ALL EXHIBITORS AND RETURNED TO EXPO PLUS. Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

SHIPMENTS TO WAREHOUSE

Shipper Name: _____ From City/State: _____

How will you ship: ☐ Common Carrier ☐ Van Line ☐ Company Truck ☐ Air Freight

Shipping Date: _____ # of Pieces: _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known): _____

Comments / Special Handling Requirements: _____

Attach Separate Sheet for Multiple Shipments if Necessary.

SHIPMENTS DIRECT TO EXHIBIT SITE

(Must Arrive Only During Official Exhibitor Move-In)

Shipper Name: _____ From City/State: _____

How will you ship: ☐ Common Carrier ☐ Van Line ☐ Company Truck ☐ Air Freight

Shipping Date: _____ # of Pieces: _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known): _____

Comments / Special Handling Requirements: _____

Attach Separate Sheet for Multiple Shipments if Necessary.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

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2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



1. Expo Plus and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Expo Plus or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that Expo Plus and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are Expo Plus and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to Expo Plus or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. Expo Plus and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to Expo Plus in time to obtain the proper equipment.
4. Expo Plus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.
5. Expo Plus and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
6. It is understood that Expo Plus and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Expo Plus hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Expo Plus and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Expo Plus or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Expo Plus, its subcontractors or their employees.

7. Expo Plus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

LIMITS OF LIABILITY & RESPONSIBILITY

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER

AUGUST 4-7, 2010



LIMITS OF LIABILITY & RESPONSIBILITY

8. Claims for loss or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Expo Plus and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Expo Plus or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that Expo Plus or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Expo Plus and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the Expo Plus Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Expo Plus and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of materials from the show site, Expo Plus shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Expo Plus assumes no liability as a result of such re-routing or handling.
13. The Exhibitor agrees, in the event of a dispute with Expo Plus or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Plus for material handling services or any other services provided by Expo Plus or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Plus prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Plus or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to Expo Plus or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Expo Plus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. **Be sure your insurance is in effect in transit to and from the show, during storage and at the exhibit site.**

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



FURNITURE & ACCESSORIES

SEATING

Qty.	Discount Rates	Standard Rates
_____ Gray Padded Side Chair	\$70.04	\$87.55
_____ Gray Padded Arm Chair	\$73.44	\$91.80
_____ Gray Padded Counter Stool	\$67.32	\$84.15
_____ Gray Plastic Contour Chair	\$51.00	\$63.75

ACCESSORIES

Qty.	Discount Rates	Standard Rates
_____ Rectang. 24"x36"x30"H Table	\$90.10	\$112.63
_____ White Pedestal Table 30"D x 30"H	\$145.52	\$181.90
_____ White Pedestal Table 30"D x 40"H	\$151.00	\$188.75
_____ Square Table 24"x24"x30"H	\$87.04	\$108.80
_____ Wastebasket	\$14.28	\$17.85
_____ Adjustable Tripod Easel	\$43.26	\$54.08
_____ Chrome 22"x28" Sign Frame	\$95.60	\$111.35
_____ Black Aisle Stanchion	\$42.16	\$52.70
_____ Black Plastic Chain (per ft.)	\$4.76	\$5.95
_____ 4'x8' Poster Board	\$129.20	\$161.50
_____ Bag Rack	\$97.92	\$122.40
_____ Garment Rack	\$115.00	\$145.40
_____ Uprights, Bases, Crossbars	\$11.56	\$14.45
_____ IDEA Clothing Rack	\$350.00	\$375.00

SPECIAL DRAPE

(Masking Drape)

_____ 8' H. Masking/per ft.	\$15.30	\$19.13
_____ 3' H. Masking/per ft.	\$9.35	\$11.69

PAYMENT IN FULL must accompany your advance order to qualify for Discount Rates. Orders without a payment or orders received after the below Deadline Date will be charged at Standard Rates.

CANCELLATION POLICY:

Items canceled after move-in begins will be charged at 50% of original price.

DRAPED DISPLAY TABLES

Qty.	Discount Rates	Standard Rates
_____ 4' Table - 30" high	\$93.16	\$116.45
_____ 4' Table - 42" high	\$103.36	\$129.20
_____ 6' Table - 30" high	\$108.12	\$135.15
_____ 6' Table - 42" high	\$119.68	\$149.60
_____ 8' Table - 30" high	\$128.52	\$160.65
_____ 8' Table - 42" high	\$142.80	\$178.50
☐ Optional 4th Side Draped 30":	\$46.58	\$58.23
☐ Optional 4th Side Draped 42":	\$52.36	\$65.45

Show colors will be given when color is not selected.

Colors: Red, White, Blue, Black, Burgundy, Gray, Teal, Forest Green, Purple

UNDRAPED DISPLAY TABLES (24" wide)

(Covered with white vinyl)

Qty.	Discount Rates	Standard Rates
_____ 4' Table - 30" high	\$63.16	\$86.45
_____ 4' Table - 42" high	\$68.36	\$94.20
_____ 6' Table - 30" high	\$78.12	\$105.15
_____ 6' Table - 42" high	\$84.68	\$114.60
_____ 8' Table - 30" high	\$98.52	\$130.65
_____ 8' Table - 42" high	\$107.80	\$143.50

TABLE RISERS DRAPED IN WHITE VINYL

Qty.	Discount Rates	Standard Rates
_____ 4'L x 8"W x 8"H	\$53.04	\$66.30
_____ 6'L x 8"W x 8"H	\$72.08	\$90.10
_____ 8'L x 8"W x 8"H	\$91.80	\$114.75

Riser(s) to be placed on _____ ft. long tables ordered.

Add 10% to Standard Rates for orders received at show site.

Total All Items Ordered	\$ _____
Sales Tax 9.75%	\$ _____
Total Payment Enclosed	= \$ _____

Note: Payment should include Sales and/or Use Taxes as indicated above. Please payments in US Funds.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	BOOTH NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

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TRIBECA



LC-614



LC-615



LC-616

Tribeca			W x D x H
LC - 614	Sectional	Black Micro Fiber	34" x 24" x 18"
LC - 615	Corner	Black Micro Fiber	35" x 24" x 18"
LC - 616	Bench	Black Micro Fiber	61" x 20" x 17"



LC-803



LC-804



LC-805



LC-800



LC-801



LC-802

Malibu - Red

			W x D x H
LC - 803	Sofa	Red Leather	77" x 34" x 32"
LC - 804	Chair and a Half	Red Leather	53" x 34" x 32"
LC - 805	Bench	Red Leather	53" x 27" x 16"

Malibu - White

			W x D x H
LC - 800	Sofa	White Leather	77" x 34" x 32"
LC - 801	Chair and a Half	White Leather	53" x 34" x 32"
LC - 802	Bench	White Leather	53" x 27" x 16"

MALIBU





Barcelona			W x D x H
LC - 601	Club Chair	Red Leather	30.5" x 35" x 18"
LC - 602	Ottoman	Red Leather	24" x 24" x 17"
LC - 603	Club Chair	White Leather	30.5" x 35" x 18"
LC - 604	Ottoman	White Leather	24" x 24" x 17"
LC - 605	Club Chair	Black Leather	30.5" x 35" x 18"
LC - 606	Ottoman	Black Leather	24" x 24" x 17"

Paloma			W x D x H
LC - 613	Chair	Charcoal	39" x 30" x 17"
LC - 612	Chair	Red	39" x 30" x 17"



LC-611



LC-610



LC-609



LC-618



TO-201



TO-202



TL-102

Sausalito

			W x D x H
LC - 611	Sofa	Black Micro Suede	83" x 32" x 32"
LC - 610	Loveseat	Black Micro Suede	59" x 32" x 32"
LC - 609	Club Chair	Black Micro Suede	39" x 32" x 32"
TL - 102	Table Lamp	Chrome/Frosted Glass	24" H

Sausalito

			W x D x H
LC - 618	Club Chair	Cobalt Blue Swirl Fabric	39" x 32" x 32"
Princeton			W x D x H
TO - 201	Coffee Table	Black-Glass	45" x 21" x 16"
TO - 202	End Table	Black-Glass	21" x 22" x 21"

SAUSALITO





CAMBRIDGE



LC-403



LC-402



LC-401



TO - 303



TO - 302



TO - 301

Cambridge

		W x D x H
LC - 403	Sofa	Champagne Velour Fabric
LC - 402	Love Seat	Champagne Velour Fabric
LC - 401	Club Chair	Champagne Velour Fabric

Metropolitan

		W x D x H
TO - 303	Console Table	Cherry Wood/Brushed Nickel Foot
TO - 302	End Table	Cherry Wood/Brushed Nickel Foot
TO - 301	Coffee Table	Cherry Wood/Brushed Nickel Foot

Corona

		H
TL - 100	Table Lamp	Brushed Nickel-White Fabric Shade
FL - 100	Floor Lamp	Brushed Nickel-White Fabric Shade



TL-100



FL-100



LC-608



LC-607



LC-617



FL-102

Pacifica

			W x D x H
LC - 608	Sofa	Soft Plum Velour	77" x 30" x 17"
LC - 607	Club Chair	Soft Plum Velour	39" x 30" x 17"
LC - 617	Bench	Soft Plum Velour	61" x 20" x 17"

Touchier

			H
FL - 102	Floor Lamp	Black	65" H

PACIFICA





KOBE/CUBES



LC-706



LC-707



LC-708



LC-709



LC-703



LC-701



LC-704



LC-702

Kobe

			W x D x H
LC - 706	Kobe	Black Micro Suede	34" x 21" x 17"
LC - 707	Kobe	Soft Plum Micro Suede	34" x 21" x 17"
LC - 708	Kobe	Citrus Micro Suede	34" x 21" x 17"
LC - 709	Kobe	Tangerine Micro Suede	34" x 21" x 17"

Cubes

			W x D x H
LC - 703	Cubes	Black Micro Suede	17" x 17" x 17"
LC - 701	Cubes	Concentric Print Red Fabric	17" x 17" x 17"
LC - 704	Cubes	Sunflower Fabric	17" x 17" x 17"
LC - 702	Cubes	Red Micro Suede	17" x 17" x 17"



LC-303



LC-302



LC-301



TO-601



TO-602



TL-101



TO-501



TO-502

Princeton

			W x D x H
LC - 303	Sofa	Black Leather	77" x 34" x 32"
LC - 302	Loveseat	Black Leather	54" x 34" x 32"
LC - 301	Club Chair	Black Leather	34" x 34" x 32"

Sterling

			W x D x H
TO - 601	Coffee Table	Glass/ Silver	36"D x 16"
TO - 602	End Table	Glass/Silver	25"D x 21"

Rialto

			H
TL - 101	Table Lamp	Brushed Chrome	24" H

Hampton

			W x D x H
TO - 501	Coffee Table	Maple/Silver	48" x 24" x 17"
TO - 502	End Table	Maple/Silver	24"D x 21"

PRINCETON





MANHATTAN



LC-203



LC-202



LC-201



FL-101



TO-700



TO-701



TO-702

Manhattan

			W x D x H
LC - 203	Sofa	Grey Velour Fabric	86" x 36" x 30"
LC - 202	Loveseat	Grey Velour Fabric	65" x 36" x 30"
LC - 201	Club Chair	Grey Velour Fabric	47" x 36" x 30"

Westport

			W x D x H
TO - 700	Coffee Table	Espresso Wood/Brushed Nickel	50" x 30" x 18"
TO - 701	End Table	Espresso Wood/Brushed Nickel	24" x 26" x 20"
TO - 702	Console Table	Espresso Wood/Brushed Nickel	48" x 18" x 28"

Up Light

			H
FL - 101	Floor Lamp	Chrome/Frosted Glass	65" H



LC-103



LC-102



LC-101



TO-101



TO-102



LC-705



TO-401



TO-402

Westchester

			W x D x H
LC - 103	Sofa	Cognac Leather	88" x 38" x 37"
LC - 102	Loveseat	Cognac Leather	67" x 38" x 37"
LC - 101	Club Chair	Cognac Leather	47" x 38" x 37"
LC - 705	Ottoman	Cognac Leather	24" x 24" x 19"

Westchester

			W x D x H
TO - 101	Coffee Table	Antique Silver/Gold-Glass	52" x 26" x 18"
TO - 102	End Table	Antique Silver/Gold-Glass	24" x 24" x 22"

Hamilton

			W x D x H
TO - 401	Coffee Table	Cherry Wood/Black-Glass	50" x 28" x 18"
TO - 402	End Table	Cherry Wood/Black-Glass	24" x 22" x 21"

WESTCHESTER





LENNOX/SILK BACK



SB-201



TB-103



SB-202



TB-206
TB-207

Lennox			W x D x H
SB - 201	Bar Stool	Mahogany Wood-Cream	19" x 17" x 45.5"
TB - 103	Bar Table	Mahogany Wood	36" x 36" x 41"
Silk Back			W x D x H
SB - 202	Bar Stool	Clear/Black/Chrome Frame	18" x 17" x 41.5"
TB - 206	Bar Table	30" Black /Chrome Base	30"D x 42"
TB - 207	Bar Table	36" Black /Chrome Base	36"D x 42"



SB-208



TB-100



TB-102



SB-203

Trave

			W x D x H
SB - 208	Bar Stool	Red Leather/Chrome	18.5" x 18.5" x 32.5"
TB - 100	Bar Table	Glass/Truss Base	26"D x 42"

Bombe

			W x D x H
TB - 102	Bar Table	Two Tier Black/Chrome	28"D x 42"
SB - 203	Bar Stool	Black/Chrome	18.5" x 34"

TRAVE/BOMBE





CARMEL



SB-200



TB-101



BC-121

Carmel			W x D x H
SB - 200	Bar Stool	Maple/Nickel Cream	18" x 17" x 43"
TB - 101	Bar Table	Maple/Nickel	30"D x 42"
BC - 121	Étagère	Maple/Silver 4 Glass Shelves	26" x 22" x 58"



TG-400



TG-401



TG-402



TG-403



CH-308



CH-307

Chrome & Glass Tables

			W x D x H
TG - 400	Table	5' Chrome/Glass	60" x 36" x 29"
TG - 403	Table	42" Chrome/Glass	42" D x 29"

Trestle Table

			W x D x H
TG - 401	Table	4' Chrome/Glass	48" x 32" x 29"

Trestle Table

			W x D x H
TG - 402	Table	32" Chrome/Glass	32" x 32" x 29"

Silk Back Chairs

			W x D x H
CH - 308	Chair	Clear/Black/Chrome w/Arms	20.5" x 17" x 34"
CH - 307	Chair	Clear/Black/Chrome w/out Arms	17" x 17" x 34"





SB-204



CH-301



CH-302



TC-504
TC-505
TC-108



TC-502
TC-503
TC-107



TB-204
TB-205

Euro Black

			W x D x H
SB - 204	Barstool	Black Vinyl	21" x 23" x 43"
CH - 301	Chair	Black Fabric w/out Arms	19" x 17"
CH - 302	Chair	Black Fabric w/Arms	22" x 17"
TC - 504	Café Table	30" Black/Chrome Base	30"D x 29"
TC - 505	Café Table	36" Black/Chrome Base	36"D x 29"
TC - 108	Café Table	42" Black/Chrome Base	42"D x 29"
TC - 502	Café Table	30" Black/Black Base	30"D x 29"
TC - 503	Café Table	36" Black/Black Base	36"D x 29"
TC - 107	Café Table	42" Black/Black Base	42"D x 29"
TB - 204	Bar Table	30" Black/Black Base	30"D x 42"
TB - 205	Bar Table	36" Black/Black Base	36"D x 42"



CH-309



CH-311



SB-209



TC-102



TC-500
TC-501



TB-200
TB-201

Euro Maple

			W x D x H
CH - 309	Chair	Maple/Black/Chrome	20" x 20" x 30"
TC - 102	Café Table	42" Maple/Chrome	42"D x 29"

Park Ave.

			W x D x H
CH-311	Café Chair	Maple/Chrome	16" x 18" x 31"
SB-209	Barstool	Maple/Chrome	16" x 19" x 43"

Park Ave.

			D x H
TC - 500	Café Table	30" Maple/Chrome Base	30"D x 29"
TC - 501	Café Table	36" Maple/Chrome Base	36"D x 29"
TB - 200	Bar Table	30" Maple/Chrome Base	30"D x 42"
TB - 201	Bar Table	36" Maple/Chrome Base	36"D x 42"





CONFERENCE



CH-404



CH-405



CH-201



CH-200



TC-600
TC-601



TC-312



TC-300
TC-301
TC-309
TC-303
TC-307
TC-302

Also Available In:



Black Grey

Conference Tables & Chairs

			W x D x H
CH - 404	Chair	High Back Executive Blue/Black Fabric	22" x 20" x 39"
CH - 405	Chair	High Back Executive Black/Chrome/Poly	23" x 22" x 40"
CH - 201	Chair	High Back Executive Black Fabric	25" x 27" x 45"
CH - 200	Chair	Mid-Back Executive/Black Fabric	25" x 27" x 39"
TC - 600	Table	6' Maple Rectangle	72" x 36"
TC - 601	Table	8' Maple Rectangle	96" x 48"
TC - 312	Table	6' Black Racetrack Oval Special T	72" x 36"

Conference Tables

			W x D x H
TC - 300	Table	10' Grey Racetrack Oval	120" x 48"
TC - 301	Table	10' Black Racetrack Oval	120" x 48"
TC - 309	Table	6' Black Racetrack Oval	72" x 36"
TC - 303	Table	8' Black Racetrack Oval	96" x 48"
TC - 307	Table	6' Mahogany Racetrack Oval	72" x 36"
TC - 302	Table	8' Mahogany Racetrack Oval	96" x 48"



CH-102



CH-101



CH-100



CH-907



CH-202



CH-203



CH-400
CH-401



SD-100
SD-101

Conference Chairs

			W x D x H
CH - 102	Chair	Guest Black Leather-Sled Base	24" x 25" x 36"
CH - 101	Chair	High Back Executive Black Leather	26" x 25" x 46"
CH - 100	Chair	Mid-Executive Black Leather	26" x 25" x 35"
CH - 907	Chair	Parsons Black Fabric	25" x 18.5" x 39"
CH - 202	Chair	Guest Black Fabric/Sled Base	25" x 22" x 36"

Conference Chairs

			W x D x H
CH - 203	Chair	High Back Executive Grey Fabric	25" x 23" x 46"
Task Chairs			W x D x H
CH - 400	Chair	Black/Casters w/Arms	24" x 24" x 36"
CH - 401	Chair	Black/Castersw/out Arms	22" x 24" x 36"
SD - 100	Stool	Black Fabric/Casters w/Arms	24" x 24" x 36"
SD - 101	Stool	Black Fabric/Casters w/out Arms	20" x 24" x 36"





OFFICE



DE-131
DE-136



CR-212



LF-206



DE-206
DE-201



CR-205



DE-102



CR-100



BC-103

Contemporary Maple

			W x D x H
DE - 131	Desk	Double Pedestal	60" x 30" x 29"
DE - 136	Desk	Single Pedestal	60" x 30" x 29"
CR - 212	Credenza	Storage	72" x 20" x 29"
LF - 206	Lateral File	2 Drawer w/Lock	36" x 20" x 29"

Transitional Walnut

			W x D x H
DE - 206	Desk	Double Pedestal	60" x 30" x 29"

Transitional Walnut

			W x D x H
DE - 201	Desk	Executive-Double Pedestal	72" x 36" x 29"
CR - 205	Credenza	Storage	72" x 20" x 29"

Contemporary Grey

			W x D x H
DE - 102	Desk	Double Pedestal	60" x 30" x 29"
CR - 100	Credenza	Storage	60" x 20" x 29"
BC - 103	Bookcase	5 Shelves	36" x 12" x 72"



DE-300



CR-301



LF-204



CH-908



CH-904
CH-905



BC-107



BC-109



TC-104



CH-900



DE-601

Traditional Mahogany

			W x D x H
DE - 300	Desk	Double Pedestal	72" x 36" x 29"
CR - 301	Credenza	Storage	72" x 21" x 29"
CH - 908	Chair	High Back Burgundy Leather	29" x 30" x 44.5"
BC - 107	Bookcase	5 Shelves	36" x 12" x 72"
CH - 904	Chair	Guest	25" x 22.5" x 31"
CH - 905	Chair	Guest w/Casters	25" x 22.5" x 31"

Transitional Walnut

			W x D x H
LF - 204	Lateral File	2 Drawer w/Lock	36" x 20" x 29"
BC - 109	Bookcase	5 Shelves	36" x 12" x 72"
Queen Anne			W x D x H
TC - 104	Table	42" Mahogany	42" D x 29"
CH - 900	Chair	Mahogany/Cream	18" x 19" x 37"
DE - 601	Writing Desk	Mahogany 1 Drawer	42" x 21" x 29"



LF-106



VF-202
VF-203
VF-200
VF-201

Also Available In:
Grey



LF-101



AC-111



AC-112

Also Available In:
White Grey



PE-103 PE-108 PE-113
PE-102 PE-107 PE-112
PE-101 PE-106 PE-111



Also Available In:
White Grey
PE-104
PE-109
PE-114



TO-605



TO-603
TO-604

Accessories

			W x D x H
LF - 106	Lateral File	2 Drawer Black	36" x 20" x 29"
VF - 202	Vertical File	4 Drawer Black-Legal	26" x 18" x 52"
VF - 203	Vertical File	4 Drawer Grey-Legal	26" x 18" x 52"
VF - 200	Vertical File	2 Drawer Black-Legal	26" x 18" x 29"
VF - 201	Vertical File	2 Drawer Grey-Legal	26" x 18" x 29"
LF - 101	Lateral File	2 Drawer Grey	36" x 20" x 29"
AC - 111	Refrigerator	Compact 4 cu ft	19" x 21" x 33.5"
AC - 112	Bar	Black 2 Shelves	48" x 16" x 42"
PE - 103	Pedestal	Black	14" x 14" x 30"
PE - 102	Pedestal	Black	14" x 14" x 36"
PE - 101	Pedestal	Black	14" x 14" x 42"

Accessories

			W x D x H
PE - 108	Pedestal	Grey	14" x 14" x 30"
PE - 107	Pedestal	Grey	14" x 14" x 36"
PE - 106	Pedestal	Grey	14" x 14" x 42"
PE - 113	Pedestal	White	14" x 14" x 30"
PE - 112	Pedestal	White	14" x 14" x 36"
PE - 111	Pedestal	White	14" x 14" x 42"
PE - 104	Pedestal	Black	24" x 24" x 36"
PE - 109	Pedestal	Grey	24" x 24" x 36"
PE - 114	Pedestal	White	24" x 24" x 36"
TO - 605	Pedestal	Table Black	24" x 24" x 21"
TO - 603	Pedestal	Table Black	24" x 24" x 16"
TO - 604	Pedestal	Table Black	30" x 30" x 16"



AC-100



ES-100



AC-104



SR-100
SR-101



Also Available In:
☐ White
☐ Grey

PE-100
PE-105
PE-110



TC-700



TC-701

Accessories

			W x D x H
AC - 100	Coat Tree	Black	70" H
ES - 100	Easel	Wood/Oak	36" W x 72" H
AC - 104	Literature Rack	Black Metal	9" x 14" x 54.5"
SR - 100	Stanchion	Chrome	36" H
SR - 101	Stanchion Rope	Red Velour	6'

Accessories

			W x D x H
PE - 100	Storage Pedestal	Black w/ keyboard tray-w/Casters	24" x 24" x 42"
PE - 105	Storage Pedestal	Grey w/keyboard tray-w/Casters	24" x 24" x 42"
PE - 110	Storage Pedestal	White w/keyboard tray-w/Casters	24" x 24" x 42"
TC - 700	Computer Counter	Walk-up-Graphite	48" x 24" x 42"
TC - 701	Computer Desk	Graphite	48" x 24" x 29"

ACCESSORIES



Page No.	Code	Description	Price
Page 2	LC-614	Tribeca - Armless Sectional - Black	\$250.00
	LC-615	Tribeca - Corner - Black	\$275.00
	LC-616	Tribeca - Bench - Black	\$250.00
Page 3	LC-803	Malibu - Sofa - Red Leather	\$575.00
	LC-804	Malibu - Chair and a Half - Red Leather	\$450.00
	LC-805	Malibu - Bench - Red Leather	\$385.00
	LC-800	Malibu - Sofa - White Leather	\$575.00
	LC-801	Malibu - Chair and a Half - White Leather	\$450.00
	LC-802	Malibu - Bench - White Leather	\$385.00
Page 4	LC-601	Barcelona -Club Chair - Red Leather	\$350.00
	LC-602	Barcelona -Ottoman - Red Leather	\$165.00
	LC-603	Barcelona -Club Chair - White Leather	\$350.00
	LC-604	Barcelona -Ottoman - White Leather	\$165.00
	LC-605	Barcelona -Club Chair - Black Leather	\$350.00
	LC-606	Barcelona -Ottoman - Black Leather	\$165.00
	LC-613	Paloma - Swivel Chair - Charcoal Leather	\$200.00
	LC-612	Paloma - Swivel Chair - Red Leather	\$200.00
Page 5	LC-611	Sausalito -Sofa - Black	\$385.00
	LC-610	Sausalito -Loveseat - Black	\$355.00
	LC-609	Sausalito -Club Chair - Black	\$250.00
	LC-618	Sausalito -Club Chair - Cobalt Blue	\$295.00
	TO-201	Princeton -Coffee Table - Black/Glass	\$165.00
	TO-202	Princeton -End Table - Black/Glass	\$150.00
	TL-102	Up Light - Table Lamp - Chrome/Frosted Glass	\$80.00
Page 6	LC-403	Cambridge - Sofa - Champagne	\$435.00
	LC-402	Cambridge - Loveseat - Champagne	\$380.00
	LC-401	Cambridge - Club Chair - Champagne	\$295.00
	TO-303	Metropolitan - Console Table - Cherrywood	\$185.00
	TO-302	Metropolitan - End Table - Cherrywood	\$150.00
	TO-301	Metropolitan - Coffee Table - Cherrywood	\$165.00
	TL-100	Corona - Table Lamp - Brushed Nickel / White Shade	\$80.00
	FL-100	Corona - Floor Lamp - Brushed Nickel / White Shade	\$135.00
Page 7	LC-608	Pacifica - Sofa - Soft Plum	\$480.00
	LC-607	Pacifica - Club Chair - Soft Plum	\$350.00
	LC-617	Pacifica - Bench - Soft Plum	\$250.00
	FL-102	Torchier - Floor Lamp - Black	\$135.00
Page 8	LC-706	Kobe - Ottoman - Black	\$150.00
	LC-707	Kobe - Ottoman - Soft Plum	\$150.00
	LC-708	Kobe - Ottoman - Citrus	\$150.00
	LC-709	Kobe - Ottoman - Tangerine	\$150.00
	LC-703	Cube - Ottoman - Black	\$80.00
	LC-701	Cube - Ottoman - Concentric Print - Red/Sunflower	\$80.00
	LC-704	Cube - Ottoman - Sunflower	\$80.00
	LC-702	Cube - Ottoman - Red	\$80.00
Page 9	LC-303	Princeton - Sofa - Black Leather	\$450.00
	LC-302	Princeton - Loveseat - Black Leather	\$395.00
	LC-301	Princeton - Club Chair - Black Leather	\$325.00
	TO-601	Sterling - Coffee Table - Glass/Silver	\$155.00
	TO-602	Sterling - End Table - Glass/Silver	\$145.00
	TL-101	Rialto - Table Lamp - Brushed Chrome	\$80.00
	TO-501	Hampton - Coffee Table - Maple/Sliver	\$160.00
	TO-502	Hampton - End Table - Maple/Sliver	\$150.00
Page 10	LC-203	Manhattan - Sofa - Grey	\$435.00
	LC-202	Manhattan - Loveseat - Grey	\$380.00
	LC-201	Manhattan - Club Chair - Grey	\$295.00
	FL-101	Up Light - Floor Lamp - Chrome/Frosted Glass	\$135.00
	TO-700	Westport - Coffee Table - Espresso/Brushed Nickel	\$160.00
	TO-701	Westport - End Table - Espresso/Brushed Nickel	\$150.00
	TO-702	Westport - Console Table - Espresso/Brushed Nickel	\$195.00

Page No.	Code	Description	Price
Page 11	LC-103	Westchester - Sofa - Cognac Leather	\$495.00
	LC-102	Westchester - Loveseat - Cognac Leather	\$435.00
	LC-101	Westchester - Club Chair - Cognac Leather	\$335.00
	TO-101	Westchester - Coffee Table - Antique Silver/Gold/Glass	\$165.00
	TO-102	Westchester - End Table - Antique Silver/Gold/Glass	\$155.00
	LC-705	Westchester - Ottoman - Cognac Leather	\$165.00
	TO-401	Hamilton - Coffee Table - Cherrywood/ Black/Glass	\$175.00
	TO-402	Hamilton - End Table - Cherrywood/ Black Glass	\$160.00
Page 12	SB-201	Lenox - Bar Stool - Mahogany Wood-Cream	\$160.00
	TB-103	Lenox - Bar Table - Mahogany Wood-Cream 42" H	\$195.00
	SB-202	Silk Back Bar Stool - Black/Clear/Chrome	\$145.00
	TB-206	Black/Chrome - 30" Bar Table 42" H	\$160.00
	TB-207	Black/Chrome - 36" Bar Table 42" H	\$170.00
Page 13	SB-208	Trave - Bar Stool - Red Leather/Chrome	\$150.00
	TB-100	Trave - Bar Table - Glass/Chrome 42" H	\$250.00
	TB-102	Bombe - Bar Table - Black/Chrome 42" H	\$225.00
	SB-203	Bombe - Bar Stool - Black/Chrome	\$165.00
Page 14	SB-200	Carmel - Bar Stool - Maple/Nickel/Cream	\$145.00
	TB-101	Carmel - Bar Table - Maple/Nickel 42" H	\$185.00
	BC-121	Hampton - Étagère - Maple/Nickel/Glass	\$395.00
Page 15	TG-400	5' Rectangle Conference Table - Chrome/Glass 29" H	\$360.00
	TG-401	Trestle - 4' Rectangle Conference Table - Chrome/Glass 29" H	\$275.00
	TG-402	Trestle - 32" Square Conference Table - Chrome/Glass 29" H	\$250.00
	TG-403	42" Round Conference Table - Chrome/Glass 29" H	\$250.00
	CH-308	Silk Back Chair w/ Arms - Black/Clear/Chrome	\$95.00
	CH-307	Silk Back Chair w/ out Arms - Black/Clear/Chrome	\$90.00
Page 16	SB-204	Euro Black - Bar Stool	\$145.00
	CH-301	Euro Black - Chair w/out Arms	\$80.00
	CH-302	Euro Black - Chair w/ Arms	\$85.00
	TC-504	Black/Chrome - 30" Round Café Table 29" H	\$155.00
	TC-505	Black/Chrome - 36" Round Café Table 29" H	\$165.00
	TC-108	Black/Chrome - 42" Round Café Table 29" H	\$175.00
	TC-502	Euro Black - 30" Round Café Table 29" H	\$155.00
	TC-503	Euro Black - 36" Round Café Table 29" H	\$165.00
	TC-107	Euro Black - 42" Round Café Table 29" H	\$175.00
	TB-204	Euro Black - 30" Round Bar Table 42" H	\$160.00
	TB-205	Euro Black - 36" Round Bar Table 42" H	\$165.00
Page 17	CH-309	Euro Maple - Chair w/ Arms - Maple/Black/Chrome	\$115.00
	TC-102	Euro Maple - 42" Round Café Table 29" H	\$185.00
	CH-311	Park Avenue - Chair - Maple/Chrome	\$135.00
	SB-209	Park Avenue - Bar Stool - Maple/Chrome	\$150.00
	TC-500	Maple-Chrome - 30" Round Café Table 29" H	\$155.00
	TC-501	Maple-Chrome - 36" Round Café Table 29" H	\$165.00
	TB-200	Maple-Chrome - 30" Round Bar Table 42" H	\$160.00
	TB-201	Maple-Chrome - 36" Round Bar Table 42" H	\$170.00
Page 18	CH-404	Conference Chair - High Back - Blue/Black - Gas Lift/Casters	\$175.00
	CH-405	Conference Chair - High Back - Black/Chrome/Poly - Gas Lift/Casters	\$175.00
	CH-201	Conference Chair - High Back - Black - Gas Lift/Casters	\$175.00
	CH-200	Conference Chair - Mid Back - Black - Gas Lift/Casters	\$165.00
	TC-600	6' Maple Conference Table - Rectangle 72" x 36"	\$395.00
	TC-601	8' Maple Conference Table - Rectangle 96" x 48"	\$425.00
	TC-312	6' Black Conference Table - Oval 72" x 36"	\$395.00
	TC-300	10' Grey Conference Table - Oval 120" x 48"	\$495.00
	TC-301	10' Black Conference Table - Oval 120" x 48"	\$495.00
	TC-309	6' Black Conference Table - Oval 72" x 36"	\$395.00
	TC-303	8' Black Conference Table - Oval 96" x 48"	\$425.00
	TC-310	6' Grey Conference Table - Oval 72" x 36"	\$395.00
	TC-304	8' Grey Conference Table - Oval 96" x 48"	\$415.00
	TC-307	6' Mahogany Conference Table - Oval 72" x 36"	\$395.00
	TC-302	8' Mahogany Conference Table - Oval 96" x 48"	\$450.00

Page No.	Code	Description	Price
Page 19	CH-102	Conference Chair - Mid Back - Black Leather - Sled Base	\$175.00
	CH-101	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$215.00
	CH-100	Conference Chair - Mid Back - Black Leather - Gas Lift/Casters	\$180.00
	CH-907	Side Chair - Parsons - Black	\$135.00
	CH-911	Side Chair - Tulip - Black - Tilt/Casters 26.5"W x 17"D x 33"H (Not Shown)	\$175.00
	CH-202	Conference Chair - Mid Back - Black - Sled Base	\$155.00
	CH-203	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$175.00
	CH-400	Task Chair w/ Arms - Black - Gas Lift/Casters	\$130.00
	CH-401	Task Chair w/out Arms - Black - Gas Lift/Casters	\$125.00
	SD-100	Task Stool w/ Arms - Black - Gas Lift/Casters	\$165.00
	SD-101	Task Stool w/ out Arms - Black - Gas Lift/Casters	\$160.00
Page 20	DE-131	Maple Contemporary - Desk - Double Pedestal 60" x 30"	\$450.00
	DE-136	Maple Contemporary - Desk - Single Pedestal 60" x 30"	\$425.00
	CR-212	Maple Contemporary - Credenza	\$425.00
	LF-206	Maple Contemporary - Lateral File - 2 Drawer	\$295.00
	DE-206	Walnut Transitional - Desk - Double Pedestal 60" x 30"	\$395.00
	DE-201	Walnut Transitional - Executive Desk Double Pedestal 72" x 36"	\$440.00
	CR-205	Walnut Transitional - Credenza	\$425.00
	DE-102	Grey Contemporary - Desk - Double Pedestal 60" x 30"	\$355.00
	CR-100	Grey Contemporary - Credenza	\$355.00
	BC-103	Grey Contemporary - Bookcase - 5 Shelves	\$310.00
Page 21	DE-300	Mahogany Traditional - Executive Desk Double Pedestal 72" x 36"	\$475.00
	CR-301	Mahogany Traditional - Credenza	\$475.00
	LF-204	Walnut Transitional - Lateral File - 2 Drawer	\$295.00
	CH-908	Conference Chair - High Back - Mahogany Leather	\$215.00
	CH-904	Conference Chair - Traditional Mahogany Leather	\$180.00
	CH-905	Conference Chair - Traditional Mahogany Leather - Casters	\$185.00
	BC-107	Mahogany Traditional - Bookcase - 5 Shelves	\$425.00
	BC-109	Walnut Transitional - Bookcase - 5 Shelves	\$325.00
	TC-104	Mahogany Traditional - 42" Conference Table 29" H	\$350.00
	CH-900	Side Chair - Mahogany/Cream	\$125.00
Page 22	DE-601	Mahogany Traditional - Writing Desk - 1 Drawer	\$275.00
	LF-106	Lateral File - 2 Drawer - Black	\$275.00
	VF-202	Vertical File - 4 Drawer Legal - Black	\$165.00
	VF-203	Vertical File - 4 Drawer Legal - Grey	\$165.00
	VF-200	Vertical File - 2 Drawer Legal - Black	\$135.00
	VF-201	Vertical File - 2 Drawer Legal - Grey	\$135.00
	LF-101	Lateral File - 2 Drawer - Grey	\$275.00
	AC-111	Refrigerator Compact White - 4 CU FT	\$270.00
	AC-112	Bar - 1 Shelf - Black	\$250.00
	PE-103	Pedestal - Black 14" x 14" x 30"	\$175.00
	PE-102	Pedestal - Black 14" x 14" x 36"	\$190.00
	PE-101	Pedestal - Black 14" x 14" x 42"	\$225.00
	PE-108	Pedestal - Grey 14" x 14" x 30"	\$175.00
	PE-107	Pedestal - Grey 14" x 14" x 36"	\$190.00
	PE-106	Pedestal - Grey 14" x 14" x 42"	\$225.00
	PE-113	Pedestal - White 14" x 14" x 30"	\$175.00
	PE-112	Pedestal - White 14" x 14" x 36"	\$190.00
	PE-111	Pedestal - White 14" x 14" x 42"	\$225.00
	PE-104	Pedestal - Black 24" x 24" x 36"	\$275.00
	PE-109	Pedestal - Grey 24" x 24" x 36"	\$275.00
	PE-114	Pedestal - White 24" x 24" x 36"	\$275.00
Page 23	TO-605	Cube - Black 24" x 24" x 21"	\$225.00
	TO-603	Cube - Black 24" x 24" x 16"	\$180.00
	TO-604	Cube - Black 30" x 30" x 16"	\$195.00
	AC-100	Coat Tree - Black	\$85.00
	ES-100	Easel - Oak	\$85.00
	AC-104	Literature Rack - Black	\$125.00
	SR-100	Stanchion - Chrome	\$50.00
	SR-101	Rope - 6' Red Velour	\$40.00
	PE-100	Computer Kiosk - Black w/ keyboard tray - Casters	\$350.00
	PE-105	Computer Kiosk - Grey w/ keyboard tray - Casters	\$350.00
Page 23	PE-110	Computer Kiosk - White w/ keyboard tray - Casters	\$350.00
	TC-700	Computer Stand - Walk-up Graphite Nebula	\$165.00
	TC-701	Computer Table/Desk - Graphite Nebula	\$155.00



Order Form

Phone: 404.699.0650 Fax 404.699.9827

EVENT INFORMATION

Show / Event

Name: _____

Opening

Date: _____

Time: _____

Closing

Date: _____

Time: _____

Facility /

Room: _____

Address: _____

City: _____

State: _____

Zip: _____

Show

Contractor: _____

BILLING INFORMATION

Company

Name: _____

Order

Contact: _____

Billing

Address: _____

City: _____

State: _____

Zip: _____

Phone: () -

Fax: () -

E-mail: _____

EXHIBITOR INFORMATION

Exhibitor

Name: _____

Booth #:

Booth

Size: _____

X

Delivery

Date: _____

Time: _____

Pick-up

Date: _____

Time: _____

On-Site

Contact: _____

Cell Phone: () -

Item No.	Quantity	Description	Unit Price	Amount

PAYMENTS:

- In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
- If you do not receive confirmation within 7 days, please contact us at 404.699.0650.
- Payment must be made by credit card or check drawn on a U.S. bank

LATE ORDERS:

- Orders received after the discount deadline are subject to a 20% late fee.

ON-SITE ORDERS:

- Order received on show site will be subjected to a 30% late fee.

CANCELLATIONS:

- If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
- If canceled within 36 hours or less before move-in, no refund will be processed

Subtotal

Adjustments

Delivery / Pick-up

Subtotal

___ % Sales Tax

TOTAL

Authorized Signature: **X** _____ Date: _____

PAYMENT INFORMATION

☐ American Express

☐ Master Card

☐ Visa

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration

Date:

--	--

 /

--	--

Print Name

on Card: _____

Signature of

Card Holder: **X** _____

2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



CARPET

☐ DELUXE CARPET - 32 oz

An upgraded 32oz. carpet is available in 10 colors. Swatches will be sent to you upon request.

Rental includes installation, plastic covering for protection and pickup at the close of the show.

Select Color

Samples are available upon request.

- | | |
|------------------------------------|---------------------------------------|
| ☐ Dark Blue | |
| ☐ Burgundy | ☐ Blue |
| ☐ Charcoal | ☐ Teal |
| ☐ Gray | ☐ Forest Green |
| ☐ Black | ☐ White |

Deluxe Carpet

Booth Size: _____ x _____ = _____ Total sq ft

Sq. ft. required (to next full ft.)

_____ @ \$3.05 per sq ft = \$ _____ **Note:** Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

☐ STANDARD CARPET - 16 oz.

If carpet is ordered in multiples of two or more in a combination of sizes, at the prices below, the carpets are not guaranteed to be a color match.

Select Color

- | | |
|---------------------------------------|--------------------------------|
| ☐ Blue | |
| ☐ Burgundy | ☐ Black |
| ☐ Forest Green | ☐ Teal |
| ☐ Purple | ☐ Gray |

Show colors will be given when color is not selected.

Standard Carpet

(10' increments)

	Discount Rates	Standard Rates
_____ 10' X 10'	\$110.00	\$140.00
_____ 10' X 20'	\$220.00	\$276.00
_____ 10' X 30'	\$332.00	\$415.00

Prices above include taping front aisle edge only.

_____ ft. of additional taping	\$1.10 per ft.	\$1.87 per ft.
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☐ Special Size Standard Carpet

Price includes installation to fit booth space, protective covering, and edges taped. (100 sq. ft. minimum)

	Discount Rates	Standard Rates
_____ Total sq ft	@\$ 1.80 per sq ft	\$ 2.25 per sq ft

☐ Plastic Covering (visqueen)

_____ Total sq ft	@\$.60 per sq ft	\$ 1.00 per sq ft
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☐ Padding

1/2" Rebond Padding (includes installation)

_____ Total sq ft to next full ft	@ \$ 1.00 per sq ft	\$ 1.50 per sq ft
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☐ Tape

Double Face Tape (per roll)	\$22.00	\$32.00
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Note: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed. Alternative selections may be necessary on orders received after the deadline date above.

Important - No credits will be issued after deadline date.

PAYMENT IN FULL must accompany your advance order to qualify for Discount Rates. Orders without payment or orders received after the above Deadline Date will be charged at Standard Rates. Add 10% to standard rates for orders received at show site.

CANCELLATION POLICY: Items canceled after the deadline date for Deluxe carpet will be charged at 100% of original price. Standard carpet canceled after move-in begins will be charged at 50% of original price.

Total All Items Ordered \$ _____
Sales Tax 9.75% \$ _____

Total Payment Enclosed = **\$** _____

PLEASE NOTE: "METHOD OF PAYMENT" Form must accompany this order.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: 404.699.0650 Fax: 404.699.9827

COMPANY _____ E-mail ADDRESS _____ SPACE NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



A 7" x 44" ID Sign is provided with your booth.

CHOOSE YOUR SIZE

QTY.	STANDARD SIGN SIZES	PRICE	TOTAL
___	7"x11" @	\$32.00 =	\$ _____
___	7"x22" @	\$33.00 =	\$ _____
___	7"x44" @	\$34.00	\$ _____
___	11"x14" @	\$40.00 =	\$ _____
___	14"x22" @	\$47.50 =	\$ _____
___	14"x44" @	\$56.00 =	\$ _____
___	22"x28" @	\$60.00 =	\$ _____
___	28"x44" @	\$87.00 =	\$ _____
___	40"x60" @	Quoted on Request	

Signs are based on one color copy, white showcard and 10 words or less per sign.

INDICATE OPTIONAL SERVICES REQUIRED

QTY.	OPTIONAL SERVICES	PRICE	TOTAL
___	Over 10 words	@ \$1.00 per word	= \$ _____
___	Change in color copy	@ \$12.50 per change	= \$ _____
___	Easel back on sign	@ \$8.00 per sign	= \$ _____
___	Colored showcard	@ Quoted on Request	
___	Logo Sign	@ Quoted on Request	
___	Banner	@ Quoted on Request	

ADDITIONAL SERVICES ☐ Please indicate here if you would like us to provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.

INDICATE YOUR SIGN COPY

Please feel free to draw on reverse side of this form.

CHOOSE YOUR STYLE AND COLOR

☐ Vertical ☐ Horizontal ☐ Use your Judgment
For Sign Layout



Background color: _____

Lettering color: _____

Remember to order in advance to save time and money. **Orders received after deadline date will cost double the prices indicated.**

If you have questions or need assistance with any items not listed, please call the Expo Customer Service Dept at 404-699-0650.

TOTAL COST

_____ + _____ = \$ _____
Subtotal 9.75 % Tax Total Cost

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

SIGN REQUEST

2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



MODULAR DISPLAY UNIT

ALL PACKAGES INCLUDE:

- Installation & Dismantling Labor
- Standard Gray Velcro Receptive Panels
- Standard Carpet

(Complete Carpet Order Form)

- Standard Header Copy (black)

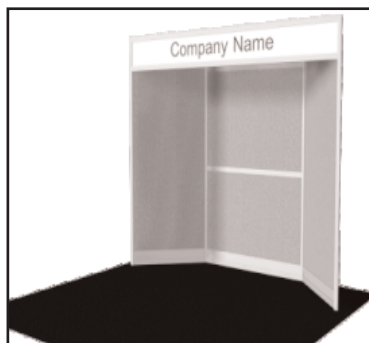
- Local Delivery

For price quotations or information on custom design, graphics, special panel coverings or plain white PVC panels., please call

Expo Plus at (404) 699-0650.



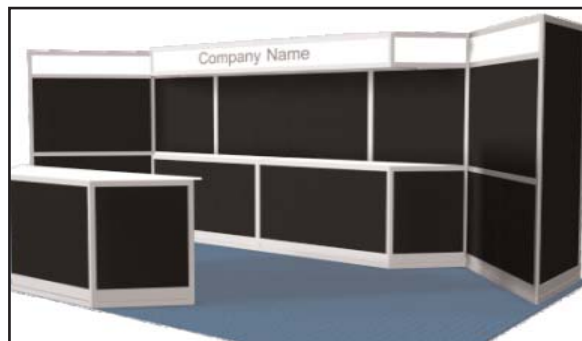
MDU NO. 1



MDU NO. 2



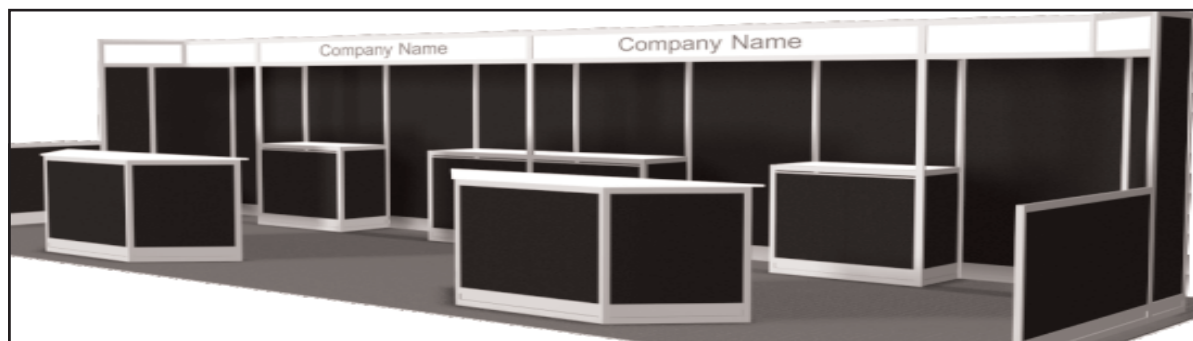
MDU NO. 3



MDU NO. 4



MDU NO. 5



MDU NO. 6

Discount Deadline Date: July 13, 2010

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2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



CONTINUED

	Discount Price	Total
☐ MDU NO. 1 _____ Copy for standard header (black) - visual area: 114"x10"	\$1,100.00	\$_____
☐ MDU NO. 2 _____ Copy for standard header (black) - visual area: 108"x10"	\$1,250.00	\$_____
☐ MDU NO. 3 _____ Copy for standard header (black) - visual area: 75"x10"	\$1,500.00	\$_____
☐ MDU NO. 4 _____ Copy for standard header (black) - visual area: 114"x10"	\$3,675.00	\$_____
☐ MDU NO. 5 _____ Copy for right standard header (black) - visual area: 108"x10" _____ Copy for left standard header (black) - visual area: 108"x10"	\$4,825.00	\$_____
☐ MDU NO. 6 _____ Copy for right standard header (black) - visual area: 114"x10" _____ Copy for left standard header (black) - visual area: 114"x10"	\$5,400.00	\$_____

Velcro Receptive Panels:

☐ Teal ☐ Gray ☐ White PVC Panels
(add 20% to Package Price for White PVC) \$_____

Carpet: ☐ Blue ☐ Red ☐ Lt. Gray ☐ Teal
 ☐ Purple ☐ Burgundy ☐ Forest Green

Sub Total \$_____

Add 25% if ordering after the deadline date or add 50% if ordering on-site \$_____

Sales Tax 9.75 % \$_____

Total Price \$_____

Discount Deadline Date: July 13, 2010

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MODULAR DISPLAY UNIT

2010 IDEA World Fitness Convention

Los Angeles Convention Center
August 4-7, 2010



**Accessories ordered after July 13, 2010 will cost an additional 25% over prices indicated.
Accessories ordered on-site will cost an additional 50%.**

	Quantity	Price	Total
Shelves			
☐ 1 meter straight - white only	_____	\$55.00	\$_____
Counter			
☐ 1 meter x 1/2 meter x 42" tall	_____	\$458.00	\$_____
☐ Gray			
☐ Teal			
☐ 2 meters x 1/2 meter x 42" tall	_____	\$515.00	\$_____
Other			
☐ Stem light - black (fixture only)	_____	\$75.00	\$_____
☐ Literature Holder - Plexiglass (holds 8 1/2" x 11")	_____	\$28.75	\$_____
		Sub Total	\$_____
		Sales Tax 9.75 %	\$_____
Add 25% is ordering after the deadline date or add 50% if ordering on-site			\$_____
		Total Price	\$_____

Lighting and/or Electrical Services are NOT included with Unit Rental

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	BOOTH NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

MODULAR DISPLAY UNIT ACCESSORIES

2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



FORKLIFT LABOR

LABOR AND EQUIPMENT RATES

	Straight	Overtime	Doubletime
Fork Lift up to 5,000 lbs capacity w/ operator	\$185.00	\$240.00	\$320.00
Each additional laborer	\$78.00	\$110.00	\$143.00

Overtime is from 4:30 pm to 8:00 am - Monday through Friday and all day Saturday, Sunday and holidays.

Add 10% to rates above for labor ordered on show site.

Minimum charge for labor is one (1) hour, per man and includes time necessary for workmen to:

- get tools and report to the booth,
- have work checked by the exhibitor and
- return to the Service Center with the exhibitor to be signed out.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by Expo Plus.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged a drayage rate by CWT.

All rates subject to change if necessitated by increased labor and material costs. Larger fork lift/crane service available by advance request.

CREW SIZE FOR INSTALLATION & DISMANTLING

A FORKLIFT IS REQUIRED for equipment or materials weighing 200 lbs or more.

If you DO NOT Request a forklift, a crew will be assigned consisting of: two laborers.

DESCRIPTION OF WORK TO BE PERFORMED

ORDER

NOTE: Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am.

We will need crew(s) as indicated below and will have a representative on hand to supervise the work to be done.

The exhibitor's representative will return the crew to the Service Center upon completion of the work, check the work order, and approve the work order by signing.

FORKLIFT CREW INSTALLATION ESTIMATE

Date: _____ Time: _____ am/pm
_____ @ _____ = _____
Approx Hours Hourly Rate Total Estimated Cost

FORKLIFT CREW DISMANTLE ESTIMATE

Date: _____ Time: _____ am/pm
_____ @ _____ = _____
Approx Hours Hourly Rate Total Estimated Cost

ORDER CONFIRMATION

In order that people and equipment will not be standing idly by at your expense (because of uncertainties of truck arrivals), **this Order will be considered only a reservation and must be followed up by a signed work order at the Service Center by 12:00 pm on the day preceding the date specified above.** We cannot guarantee the availability of crews at specific times without confirmation

Please confirm Dismantling Labor at the exhibit site and allow time for return of empty crates and containers

NOTE: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "NO Show Charge" will be made.

CALCULATION OF ORDER

Please make payments in U.S. Funds.

PAYMENT ENCLOSED: \$ _____

NOTE: We understand that your calculation is only an estimate; invoicing will be done from the actual hours worked. Adjustments will be made accordingly. Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual..

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



INSTRUCTIONS

1. All hanging signs must conform to **Show Management and the Los Angeles Convention Center** rules and regulations and facility limitations.
2. All overhead hanging signs or banners must be handled by Expo Plus. Overhead signs must be sent in separate containers labeled "Hanging Signs" directly to the advance warehouse address by **July 26, 2010**.
3. Hanging anchor points must be pre-fabricated and ready for use.
4. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on the enclosed Electrical Services Order Forms.

SIGN DESCRIPTION, SIZE AND WEIGHT

For signs other than banners, include blue print or drawing containing detailed information so hanging anchor points can be determined.

Type: Cloth Banner Metal or Wood
Other

Shape: Square Rectangle
Triangle Other

Weight: _____

Requires: Electricity Assembly
(If assembly is required, set-up plans must be provided.)

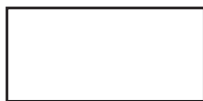
PLACEMENT DIAGRAM

Using the diagram below, indicate how far in from each boundary you would like your sign to be placed. **(Keep in mind that the ceiling structure in relation to the support beams may require your sign to be moved from your specified location.)**

Number of feet from floor to bottom of sign: _____

_____ ft in from the
back aisle # _____

_____ ft in from the
left aisle # _____



_____ ft in from the
right aisle # _____

_____ ft in from the
front aisle # _____

Straight Time - 8:00 am to 4:30 pm, Monday - Friday

Overtime - All day Saturday

Doubletime- All day Sunday and holidays

Crew Size - 1 Operator and 1 Rigger*

Materials - Cable, clamps, etc. additional and charged accordingly

Points- Any hanging sign requiring more than two hanging points will be charged an additional **\$45.00** per point.

Add 10% to rates below for labor ordered on show site.

EQUIPMENT W/ CREW	Straight Time	Overtime	Doubletime
High Lift with Crew	\$285.00	\$370.50	\$499.00
(one hour minimum per lift and crew)			

SIGN HANGING CREW INSTALLATION ESTIMATE

Date: _____ Time: _____ am/pm

_____ @ _____ = _____
Approx Hours Hourly Rate Total Estimated Cost

SIGN HANGING CREW DISMANTLE ESTIMATE

Date: _____ Time: _____ am/pm

_____ @ _____ = _____
Approx Hours Hourly Rate Total Estimated Cost

SUPERVISION

Supervision for installation and dismantling of overhead hanging signs can be provided by Expo Plus, your company representative or display house.

Please indicate method of supervision you require:

Expo Plus Exhibitor Personnel Display House

* An additional spotter and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

* Additional Spotter \$78.00 s/t, \$110.00 o/t, \$143.00 d/t
(per person/per hour)

Total Estimated Cost = \$ _____

Note: If exhibitor fails to pick up the crew at the time confirmed, a one (1) hour charge per person "no show charge" will be made.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS	STREET	CITY
PHONE	FAX	STATE
AUTHORIZED CONTACT SIGNATURE		ZIP
AUTHORIZED CONTACT - please print		DATE

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

HANGING SIGN REQUEST

2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



DISPLAY LABOR

DECORATOR HOURLY RATES (One hour minimum per person)

STRAIGHT TIME 8:00 am to 4:30 pm Monday through Friday\$78.00 Per Person/Per Hour

OVERTIME 4:30 pm to 8:00 am Monday through Friday and all day Saturday\$110.00 Per Person/Per Hour

DOUBLETIME all day Sunday, and holidays\$143.00 Per Person/Per Hour

INSTALLATION LABOR

Please check off box below indicating which Supervision you have selected.

☐ SUPERVISION BY Expo Plus

- Exhibits are set up prior to exhibitor's arrival under the direction of Expo Plus I&D Supervisors. **The charge for this service is an additional 35% of the total installation labor bill.** Please complete the information on the reverse side so we may provide you with the best possible service in setting up your exhibit.
- Please note our cancellation policy.
- Reverse side of form must be completed.

☐ SUPERVISION BY EXHIBITOR PERSONNEL

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

Decorators:	_____	_____	_____	x	_____	=	_____	@	_____	=	_____
	Date	Time	Day of Week	No. of People	Apprx. Hours	Total Hours	Hourly Rate	Total Estimated Cost			

DISMANTLE LABOR

Please check off box below indicating which Supervision you have selected.

☐ SUPERVISION BY Expo Plus

- Exhibits are dismantled prior to exhibitor's arrival under the direction of Expo Plus I&D Supervisors. **The charge for this service is an additional 35% of the total installation labor bill.** Please complete the information on the next page so we may provide you with the best possible service in setting up your exhibit.
- Please note our cancellation policy.
- Reverse side of form must be completed.

☐ SUPERVISION BY EXHIBITOR PERSONNEL

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

Decorators:	_____	_____	_____	x	_____	=	_____	@	_____	=	_____
	Date	Time	Day of Week	No. of People	Apprx. Hours	Total Hours	Hourly Rate	Total Estimated Cost			

Note: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "no show charge" will be made.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ SPACE NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

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2010 IDEA World Fitness Convention

Los Angeles Convention Center

August 4-7, 2010



DISPLAY LABOR CONTINUED

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY Expo Plus AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone # _____
Shipped To: ☐ Warehouse ☐ Show Site From: City/State _____ Date _____
Total No. of: ☐ Crates _____ ☐ Cartons _____ ☐ Fiber Cases _____ ☐ Other (Specify) _____

SET-UP INFORMATION

Setup Plan/Photo: ☐ Attached ☐ To Be Sent With Exhibit In Crate Number: _____
Carpet: ☐ With Exhibit ☐ Rented from Expo Plus Color _____
Size _____: ☐ Drawing Attached ☐ Drawing with Exhibit ☐ Electrical Under Carpet
Comments: _____

Graphics: ☐ With Exhibit ☐ Shipped Separately
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____ Method: ☐ Common Carrier

Carrier*: (If Known) _____
Freight Charges: ☐ Prepaid ☐ Bill to: _____
☐ Collect _____

*Exhibitors using a carrier other than official show carrier, must make arrangements for freight pick-up according to the following schedule:

Exhibitors clear of Hall - Sunday, August 8, 2010 by 10:00 am

Please note: Expo Plus will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

SPECIAL INSTRUCTIONS/COMMENTS

PLEASE PROVIDE AN EMERGENCY CONTACT

NAME: _____ PHONE NO. _____

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____
ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____ DATE _____
AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

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2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



1. Expo Plus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Expo Plus and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Expo Plus, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Expo Plus or its subcontractors.
3. Expo Plus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from many loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.
4. Upon discovery, all apparent loss, injury or damage to you or your property must be left in its undisturbed condition and immediately reported to an Expo Plus representative for documentation. Claims for discovered and reported loss, injury or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the incident giving rise to the cause of action.
5. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

Expo Plus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

**Be sure your Liability Insurance is in effect at the exhibit site.
Contact your insurance representative.**

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

DISPLAY LABOR LIMITS OF LIABILITY

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER

AUGUST 4-7, 2010



Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits of insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Expo Plus of the intention to utilize an independent contractor no later than **30 DAYS** prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. **The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 DAYS before the show opening.**
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

5. The Exhibitor Appointed Contractor will share with Expo Plus all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etcetera.
6. The Exhibitor Appointed Contractor must furnish Show Management and Expo Plus with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the Exhibitor's booth space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Expo Plus that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Expo Plus. The Exhibitor Appointed Contractor must coordinate all of its activities with Expo Plus.
11. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

OFFICIAL SERVICE CONTRACTOR

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER

AUGUST 4-7, 2010



Exhibitors who plan to have an exhibit service firm (other than the Official Service Contractor) unpack, erect, assemble, dismantle, and pack displays/equipment must abide by the following:

1. Notify Expo Plus no later than *30 DAYS* prior to Show indicating the following:

Name of Service Firm: _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

2. The Service Firm must notify Expo Plus of the names of all exhibiting companies for whom they have orders, and furnish insurance certificates to Expo Plus and the sponsor of the exhibition.

3. The Service Firm must check in at the Expo Plus Service Center to receive their badge.

4. Refer to the Official Service Contractors and Guidelines and Method of Payment 3rd Party Authorization for Exhibitor Appointed Contractors form in this service kit for additional requirements.

5. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper Certificate of Insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 days before the show opening.

***Expo Plus reserves the right to refuse any Non-Official Service Contractor access to the show floor, if any of the above conditions are not met. If there is a problem providing the necessary information within the 30 DAY deadline, Expo Plus must be contacted by telephone.**

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS		CITY		STATE	
STREET		ZIP			
PHONE		FAX		DATE	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - please print			

Discount Deadline Date: July 13, 2010

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NON-OFFICIAL SERVICE CONTRACTOR

2010 IDEA World Fitness Convention

LOS ANGELES CONVENTION CENTER
AUGUST 4-7, 2010



SPECIAL CLEANING & PORTER SERVICE

VACUUMING and SHAMPOOING

We will require the following service(s) for our

Booth Number _____ which is _____ x _____ =
_____ sq. feet.

☐ Vacuuming carpet/booth area

☐ EVERY NIGHT*

Minimum Charge: 100 sq. feet per Day

Cost per square foot per night is 30¢

☐ BEFORE SHOW OPENS ONLY

Minimum Charge: 100 sq. feet per 10'x10' booth

Cost per square foot is 33¢

☐ Shampooing carpet

☐ BEFORE SHOW OPENS ONLY

Minimum Charge: 100 sq. feet per 10'x10' booth

Cost per square foot is 76¢

Mopping and Waxing available upon request.

☐ Anti-static Spray Application/booth area

Per Application

Minimum Charge: 100 sq feet per 10'x10' booth

Cost per square foot is.....25¢

PERIODIC PORTER SERVICE

Refuse will be removed from containers in your booth once an hour – show hours only – on a daily rate basis. If you require this service, please indicate your requirements below:

☐ Every Show Day*

☐ ONLY Day(s) Specified _____

Cost per day\$72.00

PORTER SERVICE

Use for booth wipe down, ice removal, etc.

☐ We will require porter service.

Please contact us at our booth prior to show opening.

Rates Per Hour:

Mon.-Fri: 8:00 am to 4:30 pm\$78.00

Mon.-Fri: after 4:30 pm\$117.00

.....(1 hour minimum)

CALCULATION OF ORDER

*When ordering a daily service calculate 4 days.

Vacuuming _____ (sq ft) x _____ (rate) x _____ (number of days) = \$ _____

Shampooing _____ (sq ft) x _____ (rate) = \$ _____

Anti-Static Spray _____ (sq ft) x _____ (rate) = \$ _____

Periodic Porter Service _____ (rate) x _____ (number of days) = \$ _____

Total All Lines = \$ _____

PAYMENT ENCLOSED = \$ _____

Cost of Vacuuming and Shampooing will be invoiced on the total area of your booth. To avoid any misunderstandings regarding these services, please bring any discrepancies to our attention at the show site. In this way, we will be able to assure your satisfaction with our service. Adjustments cannot be made after the close of the show. All rates subject to change if necessitated by increase in labor and material costs.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 13, 2010

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility



Los Angeles Convention Center

2010 ELECTRICAL SERVICE ORDER

Events Held: January 1 - December 31, 2010

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080
Email: exhibitorservices@lacclink.com

NAME OF EVENT		EVENT DATE(S)		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)		
ADDRESS					
TELEPHONE AND EXTENSION		FAX		EMAIL	
ORDER ONLINE AT: www.lacclink.com		For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.			

PLEASE SEE BACK OF FORM FOR RATE DEFINITIONS AND INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

(1) 120 VOLT POWER & LIGHTING OUTLETS

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	Single Outlet up to 500 Watts	\$88	\$110	\$121	
☐	Single Outlet up to 1000 Watts	\$124	\$155	\$171	
☐	Single Outlet up to 1500 Watts	\$172	\$215	\$237	
☐	Single Outlet up to 2000 Watts	\$196	\$245	\$270	
Additional labor charge required to install outlets other than at rear of booth or standard placement (See Sec.B.5)					SUBTOTAL(1) \$

(2) FLOODLIGHTS AND SPOTLIGHTS

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	150 Watt (or equivalent) Floodlight	\$108	\$135	\$149	
☐	1000 Watt Par 64 Quartz Light (Installed on catwalk railing)	\$216	\$270	\$297	
☐	1000 Watt Par 64 Quartz Light (Concourse/Kentia/Petree Halls) installed on columns or unistrut	\$256	\$320	\$352	
Additional labor will be required for non-standard installations. See LACC Lighting Policy for additional information.					SUBTOTAL(2) \$

(3) 208/480 VOLT POWER CONNECTION (INCLUDES LABOR) See Sec. C for installation information

208 VOLT, 1Ø					208 VOLT, 3Ø				480 VOLT, 3Ø (NO NEUTRAL)				
AMPERAGE	QTY	DISCOUNT	STANDARD	ON-SITE	QTY	DISCOUNT	STANDARD	ON-SITE	QTY	DISCOUNT	STANDARD	ON-SITE	AMOUNT
10 AMP		\$272	\$340	\$374		\$396	\$495	\$545		\$600	\$750	\$825	
20 AMP		\$408	\$510	\$561		\$520	\$650	\$715		\$720	\$900	\$990	
30 AMP		\$504	\$630	\$693		\$552	\$690	\$759		\$840	\$1,050	\$1,155	
60 AMP		\$636	\$795	\$875		\$836	\$1,045	\$1,150		\$1,596	\$1,995	\$2,195	
100 AMP		\$836	\$1,045	\$1,150		\$1,200	\$1,500	\$1,650		\$2,560	\$3,200	\$3,520	
200 AMP		\$1,400	\$1,750	\$1,925		\$2,200	\$2,750	\$3,025		\$4,780	\$5,975	\$6,573	
Submit floor plan indicating volts, amps, and phase of each piece of equipment, and include location of main drop, all equipment, and booth orientation. Contact LACC Exhibitor Services for amperage above 200. 480V service is a 3-wire system with equipment ground (no neutral).													SUBTOTAL(3) \$

24-HOUR SERVICE (All 24-Hour service(s) must be identified on the floor plan)

Indicate specifically which service(s) require 24-Hour service and **ADD ADDITIONAL 50% FOR EACH SERVICE**

SUBTOTAL(4) \$

SERVICE LOCATION - For 10 X 10 in-line and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.		TOTAL of 1-4 above \$	
Front of booth Rear of booth		FOR OFFICIAL USE ONLY	
		Payment type: _____	
		Amount: _____ Date: _____	
		Entered by: _____	
		Date Received _____ Discount Cut-Off Date _____	
		SERVICE ORDER NO.	

By submitting this order, the parties requesting service acknowledges they have read and understand the Information and Conditions on the reverse side of this order form, and agree to the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of electrical services within its facilities. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and parking lots/garages. All requirements to install, connect, repair, alter, or distribute power for electrical and lighting are to be completed by LACC electrical services personnel. Material and equipment provided by LACC shall remain the property of LACC.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to client, Exhibitor, and related vendors for special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from the provision or non-provision of the services herein requested, for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form MUST BE RECEIVED **with full payment or credit card payment** by the Discount Cut-Off Date established for the respective show. Discount dates are normally set twenty-one (21) days prior to first scheduled show day for the DISCOUNT to be applied. Check exhibitor manual for actual date.
2. Orders must be accurate and come with accurate floor plans denoting placement of services to be qualified for the discount. All changes in service will be charged at the standard rate. All additional services ordered on-site will be subject to the on-site rate (see No. 3 below).
3. **All service orders received on or after the first move in day are subject to a 10% on-site charge.**
4. Failure to provide all the necessary information requested on this form, and on required supplemental forms, may result in a delay of service installation.
5. Credit cannot be given for service or equipment installed and not used.
6. Refund will not be considered unless filed in writing by the Exhibitor **PRIOR** to the close of the exposition. Please allow thirty (30) days for processing.
7. LACC conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered will be required to pay the on-site rate to continue service. Power may be disconnected pending receipt of full payment. If disconnection occurs, a reconnection fee of \$40.00 will be required.
8. A \$35.00 service fee will be charged for returned checks.
9. Checks are not accepted for on site orders or at the Exhibitor Services Desk.

B. SERVICE REQUIREMENTS AND RESTRICTIONS

1. Only LACC electricians are allowed to make electrical installations and connections.
2. Unless otherwise instructed by the Exhibitor, LACC personnel will cut floor coverings and walls to install service.
3. LACC is not responsible for voltage fluctuations or power failures. Exhibitors are encouraged to supply their own surge protection equipment.
4. All electrical equipment, components, fixtures, cabling, etc., must be listed by Underwriters Laboratory (UL), or approved by the City of Los Angeles' Testing Laboratory (Test Lab), and shall be labeled accordingly. All electrical work must be done in accordance with all local, state, and national electrical codes.
5. Electrical labor must be ordered when the service requested exceeds standard installation criteria or for requests to alter or repair exhibit equipment, or relocate service. Examples include: installing more than 3 outlets to locations other than "standard rear of booth" placement; installing electric cords and cables throughout the booth; relocating service(s) installed; installing power from overhead catwalks; installing service that exceeds standard cable lengths/runs; and installing exhibitor lighting. See LACC Labor Request Form for more details.
6. Neon signs, lights, or other equipment containing high voltage potential and/or other approved sources of heat, must be contained within an approved enclosure and adequately protected from possible damage, and mounted in an area of the exhibit where personnel and attendees cannot come in contact with the sign/equipment. All cabling, ballasts, and other components must be approved for high voltage application. NO fabric or combustible material can be near the heat source.
7. All equipment must be properly grounded. Extension cords must be 14 gauge/3-wire grounding type or larger. All splices and connections must be made in an approved enclosure. No open splices are allowed.
8. All 120-volt electrical equipment and devices within 6 feet of a water/liquid source must be protected by a Ground Fault Circuit Interrupter (GFI).

C. 120/208/480V HOOK-UP INSTALLATION PROCEDURE

1. All equipment must display complete information including: amperage, voltage, phase, cycle, KVA, etc. If **no information** is available, electrical charges shall be computed at 70% of the main breaker or main fuse size of equipment. Circuit ampacity/KVA must be sized to allow for start-up current and long continuous loads.
2. Notify LACC Exhibitor Services Desk when **equipment is in exhibit position.**
3. LACC electrician will audit power requirements and adjust requirements if necessary. Exhibitor shall return to Exhibitor Services Desk for payment of service due to changes or adjustment to original service request.
4. An installer will be dispatched based on receipt of order and proceed with hook-up.
5. **In the event the installer's time is not compatible with Exhibitor's schedule:**
 - (a) Exhibitors may leave after audit and adjustments have been made. Installation will be completed as audited; however, equipment will not be energized unless exhibitor is present.
 - (b) **Electrical equipment power rotation will be done only when Exhibitor is present.**

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY



Los Angeles Convention Center

Events Held: January 1 - December 31, 2010

2010 ELECTRICAL LABOR REQUEST

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 785-4444
TDD: (213) 783-5080
Email: exhibitorservices@lacclick.com

NAME OF EVENT		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY		ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)	
ADDRESS			
TELEPHONE AND EXTENSION		FAX	EMAIL
ORDER ONLINE AT: www.lacclick.com		For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.	

- Please submit labor request form with Credit Card Authorization no less than twenty (20) days prior to the first scheduled show day. Labor ordered after this time will be based on availability on a first come, first serve basis.
- Electrical labor must be ordered when the type of service(s) requested exceeds standard installation criteria, when a request is made to alter or repair exhibit equipment, or when lighting is installed. Examples in which additional labor is required include: installing more than three (3) outlets to specific locations on the floor, other than "standard rear of booth" placement; installing electrical cords and cables throughout the booth; relocating service(s) once installed; installing, wiring, adjusting, and removing Exhibitor/Contractor owned lighting fixtures and related equipment; installing power from overhead (catwalks, etc.); and installing services that exceed any standard cable length/runs.
- Once floor power has been installed, Exhibitors may mount and plug-in their own standard (non-theatrical) lights providing the installation can be completed by one (1) person within fifteen (15) minutes. Installations exceeding fifteen (15) minutes must be performed by LACC Electrical staff. For theatrical-style lighting, refer to the LACC Electrical Lighting Policy.
- Requests for modification(s) to the schedule (including cancellations) must be received no less than 48 hours prior to the beginning of the respective work shift. Modification(s) and/or cancellation(s) made without prior notification will be subject to corresponding labor charges and staff availability.
- Please complete the required information below. Be sure to include schedule for move-in and move-out (if required). Labor is ordered in half-hour increments. Total charges will be calculated according to **actual** hours worked.

SCHEDULE				# OF HRS.	QUANTITY			RATE	TOTALS
DATE(S)	START		END		ELECT.	SCISSOR	BOOM/JLG		
		AM		AM					
		PM		PM				HR.	
		AM		AM					
		PM		PM				HR.	
		AM		AM					
		PM		PM				HR.	
		AM		AM					
		PM		PM				HR.	
		AM		AM					
		PM		PM				HR.	
		AM		AM					
		PM		PM				HR.	
		AM		AM					
		PM		PM				HR.	

LABOR AND MATERIALS ARE NOT SUBJECT TO DISCOUNT

TOTAL AMOUNT DUE \$

Straight Time (ST) hours are Monday - Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday - Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M., 7 days a week.
LABOR IS TO BE ORDERED AT LEAST 20 DAYS PRIOR TO THE FIRST MOVE-IN DAY.

Electrical Labor and Equipment Rates:

Electrician:

ST	OT	NR
\$75/HR	\$150/HR	\$225/HR
\$205/HR	\$280/HR	\$410/HR
\$255/HR	\$330/HR	\$460/HR

Scissor lift with Operator:

Boom/JLG lift with Operator:



Los Angeles Convention Center

2010

TELECOMMUNICATIONS SERVICE ORDER

Events Held: January 1 - December 31, 2010

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080
Email: exhibitorservices@lacclink.com

NAME OF EVENT		EVENT DATE(S)		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)		
ADDRESS					
TELEPHONE AND EXTENSION		FAX		EMAIL	
ORDER ONLINE AT: www.lacclink.com		For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.			

PLEASE SEE BACK OF FORM FOR RATE DEFINITIONS AND INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

(1) TYPE OF SERVICE

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	Single line (must dial "9" then number)	\$248	\$310	\$341	
☐	Multi Line (minimum 2 lines/1 phone)	\$376	\$470	\$517	
☐	Modem Line (Direct Dial) (Credit Card Information must be on-file)	\$376	\$470	\$517	
☐	Dedicated Line (Direct Dial) (Credit Card Information must be on-file)	\$376	\$470	\$517	
☐	Dry Pair	\$320	\$400	\$440	
				SUBTOTAL(1)	\$

Circuit No. _____

☐ Local (213 Area Code) & Toll-Free Calls ONLY

☐ Toll and Long Distance Calls (Credit Card Information must be on-file)

(2) SPECIAL SERVICES AVAILABLE (Credit Card Information must be on-file)

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	Broadcasting ISDN BRI Line (includes LACC connection and SBC ISDN line)	\$500	\$625	\$688	
☐	Broadcasting ISDN Connection (LACC connection only/user provides ISDN line) . . .	\$376	\$470	\$517	
				SUBTOTAL(2)	\$

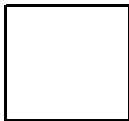
For T-1 Service or Special Requirements, contact LACC Client IT Services at (213) 765-4647 **NO LESS** than 30 days prior to show for confirmation of service and installation coordination.

(3) TELEPHONE INSTRUMENTS

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	Single Line Touch Tone Phone	\$31	\$39	\$42	
				SUBTOTAL(3)	\$
				TOTAL of 1-3 above	\$

SERVICE LOCATION - For 10 X 10 in-line and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.

Front of booth



Rear of booth

FOR OFFICIAL USE ONLY

Payment type: _____

Amount: _____ Date: _____

Entered by: _____

_____ Date Received _____ Discount Cut-Off Date

SERVICE ORDER NO.

Telecommunications Labor Rates:

Technician/Technician Supervisor

<u>ST</u>	<u>OT</u>	<u>NR</u>
\$75/HR	\$150/HR	\$225/HR

Straight Time (ST) hours are Monday - Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday - Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M. 7 days a week.

LABOR IS TO BE ORDERED AT LEAST 20 DAYS PRIOR TO THE FIRST MOVE-IN DAY.

By submitting this order, the parties requesting service acknowledges they have read and understand the Information and Conditions on the reverse side of this order form, and agree to the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of telecommunication services within its facilities. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and parking lots/garages. All requirements for telecommunication services, whether originating or terminating in the LACC, must be arranged and coordinated with the LACC Client IT Services Division.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to Exhibitor for any damages, including special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from Exhibitor's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form MUST BE RECEIVED with full payment or credit card payment by the Discount Cut-Off Date established for the respective show. Discount dates are normally set twenty-one (21) days prior to first scheduled show day for the DISCOUNT to be applied. Check exhibitor manual for actual date.
2. Orders must be accurate and come with accurate floor plans denoting placement of services to qualify for the discount. All changes in service will be charged at the standard rate. All additional services ordered on-site will be subject to the on-site rate (see No. 3 below).
3. All service orders received on or after the first move in day are subject to a 10% on-site charge.
4. Booth number and location of telephone connection must be identified for processing of order.
5. Credit card authorization must be on file for long distance access and toll calls.
6. Long distance access will be unrestricted unless requested otherwise.
7. Credit cannot be given for service or equipment installed and not used.
8. All long distance calls are subject to applicable local, State and Federal taxes.
9. A final summary statement detailing calls and charges, including taxes, will be sent to addressee listed on this form.
10. A show directory will be prepared and distributed prior to show opening.
11. **Refunds will not be granted for service installed and deemed inoperative due to faulty Exhibitor equipment or off site service problem.**
12. A \$35.00 service fee will be charged for returned checks.

B. SERVICE INSTALLATION AND EQUIPMENT USE

1. Single Line Phones. Exhibitor may supply their own single line touch tone telephone, or
2. Single line phones purchased from the LACC shall become the property of the Exhibitor upon issuance. Telephones may be purchased at the LACC Exhibitor Services Desk.
3. Multi-Line Phones require a deposit of \$350 (minimum) for each multi-line unit, must be paid prior to issuance. Open credit card draft will be required for deposit. The Exhibitor will be responsible for the LACC telephone equipment while in Exhibitor's possession. Multi-line telephone headsets must be returned at the close of the exposition.
4. Material and equipment supplied by the LACC shall remain the property of the LACC.
5. Unless otherwise directed, LACC installing personnel are authorized to cut booth floor covering when required for installation of service.
6. A labor charge will be assessed for re-locating after initial installation has been completed.
7. Testing or troubleshooting Exhibitor equipment when requested to determine reason for inoperative service shall be done on a time and material basis.

C. TYPE OF SERVICE

SINGLE LINE – Basis service includes one voice line. PBX must dial 9 then dial number. Telephone not included. See B1 above.

MULTI-LINE TELEPHONE REQUIREMENTS – A multi-button, touch tone telephone set, provided a main number and more than one line on a single phone instrument.

TELEPHONE SETS SUPPLIED BY EXHIBITORS MUST BE TOUCH TONE AND MEET FCC REGULATIONS.

DEDICATED LINES AND DRY PAIR are for circuits only – The LACC Client IT Services Division is able to provide access to services for data and voice transmission. For additional information or service requirements, call (213) 765-4647.

TO GUARANTEE SERVICE FOR T1, ISDN, OR CATEGORY 5 CABLE INSTALLATION REQUIREMENTS, ORDER MUST BE PLACED WITH LACC NO LESS THAN 30 DAYS PRIOR TO SHOW.

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911 • 702-943-6001 (Fax)



Los Angeles Convention Center

Company Name		Booth / Room	Show Name: IDEA WORLD FITNESS CONFERENCE
Billing Name		Show Dates: 08 / 04 / 10 To 08 / 07 / 10	
Billing Address		Incentive Order Deadline: 07 / 14 / 10	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at www.smartcity.com "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
4. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
5. Move - In / On - Site order fee (if ordering service after show move-in has started).			(10%) x (Base Price)		
6. Distance Fee of \$500 for each Internet / Network line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 21 days prior to the 1st day of show. *****

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2010 - 005 - 792 -	

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of the show. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before first day of the show or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 10% X Base Price.**
5. **Internet / Network** – 100 Mbps, full-duplex, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).
13. **Network Security Declaration:** The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.
14. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
15. **Internet Security Disclaimer:** Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
16. **Use of Network Connection:** (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
17. **CANCELLATION** – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
18. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.
19. **Any additional cost incurred by SMART CITY to:** 1) **assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY** or 2) **collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers)** may be billed to the Customer at the prevailing rate.
20. **Equipment Management:** (a) Hubs, Switches, wireless devices, and other Internet / Network rental equipment are normally delivered / reclaimed by the Convention Center Telcom department. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Convention Center Telcom department following close of the show.
21. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
22. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed.
23. Prices are based upon current rates and are subject to change without notice.
24. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
25. There will be a \$25 service charge for all returned checks.
26. Any unpaid balance after close of show will incur a 1.5% / month service charge.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

27. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.

28. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**

29. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Los Angeles CC (005) - CA
Show: IDEA WORLD FITNESS CONFERENCE

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2010 - 005 - 792 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA

Show: IDEA WORLD FITNESS CONFERENCE

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2010 - 005 - 792 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle#											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle#											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.



Los Angeles Convention Center

2010 PLUMBING

SERVICE ORDER

Events Held: January 1 - December 31, 2010

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470

FAX: (213) 765-4444

TDD: (213) 763-5080

Email: exhibitorservices@lacclink.com

NAME OF EVENT		EVENT DATE(S)		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)		
ADDRESS					
TELEPHONE AND EXTENSION		FAX		EMAIL	
ORDER ONLINE AT: www.lacclink.com		For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.			

PLEASE SEE BACK OF FORM FOR RATE DEFINITIONS AND INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

(1) COMPRESSED AIR (Separate outlets must be ordered for each piece of equipment) (Not available in Concourse or Petree Halls)

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	Single Outlet 1/2" - 90-100 lbs. P.S.I.	\$400	\$500	\$550	
☐	Single Outlet 3/4" - 90-100 lbs. P.S.I.	\$440	\$550	\$605	
☐	Single Outlet 1" - 90-100 lbs. P.S.I.	\$480	\$600	\$660	
☐	Branch Outlet(s)	\$144	\$180	\$198	
C.F.M. (Required) _____			SUBTOTAL(1) \$		

(2) WATER (Separate outlet must be ordered for each piece of equipment) (Not available in Concourse or Petree Halls)

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	Single Outlet 1/2"	\$320	\$400	\$440	
☐	Branch Outlet from Single Outlet	\$152	\$190	\$209	
☐	Fire Sprinkler Connection	\$680	\$850	\$935	
					SUBTOTAL(2) \$

(3) FILL AND PUMP OUT (Without Additives) (Not available in Concourse or Petree Halls) (Includes one visit to fill and one visit to pump out)

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	0 - 149 Gallons	\$96	\$120	\$132	
☐	150 - 299 Gallons	\$128	\$160	\$176	
☐	300 - 500 Gallons	\$192	\$240	\$264	
☐	More than 500 Gallons - Rate plus Labor Charges	\$256	\$320	\$352	
					SUBTOTAL(3) \$

(4) DRAINAGE - (Not available in Concourse or Petree Halls)

QTY			DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	Drain Line (check one)	☐ Sink	\$208	\$260	\$286	
☐	Drain Branch from Drain Line	☐ Pump	\$128	\$160	\$176	
G.P.M. (Required) _____			SUBTOTAL(4)			\$

(5) GAS - (Standard installation ONLY) (Not available in Concourse or Petree Halls)

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
☐	Single Outlet 3/4" - Natural Gas	\$320	\$400	\$440	
☐	Branch Outlet from Single Outlet	\$240	\$300	\$330	
B.T.U. (Required) _____			SUBTOTAL(5)		

SERVICE LOCATION - For 10 X 10 in-line and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.	TOTAL of 1-5 above \$
---	------------------------------

Front of booth Rear of booth	FOR OFFICIAL USE ONLY Payment type: _____ Amount: _____ Date: _____ Entered by: _____ _____ Date Received _____ Discount Cut-Off Date	SERVICE ORDER NO. _____
---	--	--------------------------------

Plumbing Labor Rates:

<u>ST</u>	<u>OT</u>	<u>NR</u>
Plumber \$75/HR	\$150/HR	\$225/HR

Straight Time (ST) hours are Monday - Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday - Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M. 7 days a week.

LABOR IS TO BE ORDERED AT LEAST 20 DAYS PRIOR TO THE FIRST MOVE-IN DAY.

By submitting this order, the parties requesting service acknowledges they have read and understand the Information and Conditions on the reverse side of this order form, and agree to the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of plumbing services within its facilities. This includes all exhibit halls, meeting rooms, public area, exterior areas, and parking lots/garages. All requirements for services, labor, installation, connection or repairing equipment are to be completed by LACC personnel only.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to client, Exhibitor, and related vendors for special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from the provision or non-provision of the services herein requested, for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form MUST BE RECEIVED **with full payment or credit card payment** by the Discount Cut-Off Date established for the respective show. Discount dates are normally set twenty-one (21) days prior to first scheduled show day for the DISCOUNT to be applied. Check exhibitor manual for actual date.
2. Orders must be accurate and come with accurate floor plans denoting placement of services to be qualified for the discount. All changes in service will be charged at the standard rate. All additional services ordered on-site will be subject to the on-site rate (see number 3 below).
3. **All service orders received on or after the first move in day are subject to a 10% on-site charge.**
4. Booth number and location of plumbing service in the exhibit must be identified on the face of this form or provided on separate booth plan submitted with this order. Incomplete information may delay installation of service.
5. Credit cannot be given for service or equipment installed and not used.
6. Refund will not be considered unless filed in writing by the Exhibitor **PRIOR** to the close of the exposition. Please allow thirty (30) days for processing.
7. Payments for service must be made prior to installation.
8. Plumbing labor must be ordered when the type of service requested exceeds standard installation, for requests to alter, repair exhibit equipment, to relocate service, and when exhibitor requests a specific time for installation. Examples for additional labor include: installing service to specific locations other than at location of the floor box/port; installing pipe or hoses throughout the booth, through walls and trusses, etc.; relocating services(s); installing service from overhead (where possible) or across aisles; scheduling plumber for a specific date/time; performing internal (secondary) connections and/or custom installations.
9. For additional installation assistance, please contact LACC Plumbing Division at (213) 741-1151, Ext. 5761.
10. Compressed air, water, and gas installation are not available in Concourse and Petree Halls and Meeting Rooms.
11. The LACC has a limited supply of rental equipment available. This includes fire extinguishers, sinks, and water heaters of various capacities. Contact LACC Exhibitor Services to obtain equipment price list.
12. A \$35.00 service fee will be charged for returned checks.
13. Checks are not accepted for on site orders or at the Exhibitor Services Desk.

B. REQUIREMENTS/SERVICE RESTRICTIONS

1. All LACC provided material remains LACC property and must be removed only by LACC personnel.
2. Only LACC personnel are allowed to make primary source supply connections and disconnections.
3. Once LACC has installed plumbing service to the primary connection point of a machine or piece of equipment, Exhibitors may supply material and hook-up any remaining internal (secondary) connections within the machine. All equipment, supplies materials, and methods of installation must meet all applicable laws, codes, and acceptable standards as set forth by the City of Los Angeles Plumbing Code, the Los Angeles County Health Department, and applicable National Agencies.
4. Chemicals, solvents, and other industrial or commercial liquids must be approved prior to bringing on LACC property. **A LACC MSDS Information Form must be completed** and sent to LACC Building Superintendent 20 (twenty) days prior to move-in. Removal of all industrial liquids must be done by an Official Industrial Waste Management contractor, and coordinated through the official General Service Contractor. **Under NO circumstances are any such liquids/chemicals permitted to enter any LACC drains.**
5. Exhibitors are responsible to outfit their machines and equipment with proper filters and regulators to protect against the potential of moisture, oil, water, pressure fluctuations, etc.
6. LACC outlets terminate in standard female pipe equipment.
7. LACC is not responsible for air and water pressure failure and fluctuation.
8. The use of Compressed Gas and/or Liquefied Gases will **NOT** be allowed unless the Exhibitor obtains a permit from the Los Angeles Fire Department **"PRIOR TO"** the move-in beginning, AND the containers meet all applicable Pressure Vessel Codes and standards as required by the City of Los Angeles and other applicable agencies.



Los Angeles Convention Center

FOOD SAMPLING GUIDELINES

Effective January 1, 2010

The Los Angeles Convention Center (LACC) is the exclusive concessionaire of food and beverage items within the LACC. The LACC waives its right for the purpose of allowing exhibitors to sample food and beverage product considered germane to their area of business.

Please note the following guidelines with respect to food sampling at the LACC.

Food Sampling Form:

LACC's **Authorization to Distribute Sample Food and Beverage Form (ADSFB)** outlines conditions of waivers. Exhibitors wishing to sample within the confines of their booth must submit the ADSFB form thirty (30) days prior to the first show day (for consideration and approval). Strict adherence to sampling portions; product liability insurance, and Los Angeles County Department of Health (LACDH) requirements will be enforced.

Further it must be noted that the LACC prohibits the selling of food and beverage items for public consumption.

Product Liability Insurance:

Product liability insurance is required from all exhibitors wishing to sample food and beverage products within their exhibit booth. Insurance is required for pre-packaged food and beverage items as well as products produced on premises. Insurance certificates should list the City of Los Angeles, LACC, as well as Aramark Corporation as a blanketed additional insured. Exhibitors who fail to provide said insurance will be precluded from sampling until compliance has been fulfilled (please refer to ADSFB).

Los Angeles County Health Department (LADOH) Permit:

The LADOH requires all exhibitors wishing to sample food and beverage products obtain a LADOH permit. Permits are obtained by submitting the applicable form and fee to the LADOH (address located below).

Note: It is imperative that you communicate these regulations to prospective exhibitors well in advance as the LADOH will audit the event for compliance. Exhibitors failing to meet the permit requirements will be subject to a violation notice and termination of the service.

For additional information, please peruse the food sampling guidelines located on page 8 of "The Event Planners' Guide". Further clarification of guidelines should be directed to your Event Manager.

For Reference:

Los Angeles County Department of Health Services
Environmental Health
Northeast District Office
3530 Wilshire Blvd., 9th Floor
Los Angeles, CA 90010
(213) 351-7892

ARAMARK(LACC Food Services)
Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015
(213)-741-1151, Ext. 4512



2010
AUTHORIZATION TO DISTRIBUTE
SAMPLE FOOD AND BEVERAGE

Events Held: January 1 - December 31, 2010

ARAMARK
FOOD SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 765-4512
FAX: (213) 765-4552
TDD: (213) 763-5080

NAME OF EVENT		EVENT DATES	BOOTH NUMBER(S)
EXHIBITING FIRM/COMPANY		ON SITE SHOW CONTACT (PLEASE PRINT)	
ADDRESS	CITY	STATE	ZIP
TELEPHONE	FAX	E-MAIL	
PLEASE SEE BACK OF FORM FOR INFORMATION AND CONDITIONS FOR SERVICES PROVIDED			

GENERAL CONDITIONS

- 1) **INSURANCE REQUIREMENTS** - Product liability insurance is required when sample food is distributed in the LACC.

- 2) Samples distributed are limited to products manufactured, processed, distributed by and germane to the business of the exhibiting firm.

- 3) Items be given away are limited to the following samples sizes:

ALCOHOLIC BEVERAGES - Distribution of alcoholic beverages is prohibited unless the required approvals and permits have been obtained from the LACC. Please see item #8 on the back of this form.

NON-ALCOHOLIC BEVERAGES - Maximum of 2 oz. per serving.

FOOD ITEMS - "BITE SIZE" samples not to exceed 2 oz. per sample.

- 4) Items requiring preparation such as heating, cooling, and refrigeration, must meet the requirements of the LACC and obtain from the county of Los Angeles Health Department a permit to sell food.

- 5) Disposal of food items must be arranged and disposed in the proper manner established by the LACC.

- 6) Exhibitors may not sell food or beverage in the LACC.

PRODUCT INFORMATION

Product To Be Dispensed _____	Portion Size _____
Proposed Method of Dispensing _____	
Food samples may be subject to display protection such as sneeze guard or other Health Department requirements.	
How will product be prepared ? _____	
Please explain purpose of offering sample. _____	

Please return all copies no less than thirty (30) days prior to show date to:

LOS ANGELES CONVENTION CENTER
c/o ARAMARK
1201 South Figueroa Street
Los Angeles, CA 90015

LACC USE ONLY

DISPOSITION	☐ Forwarded to Food Service For Review	Date _____	ORIGINAL (ARAMARK)
	☐ LACC Approved _____	Date _____	YELLOW (EXHIBITOR)

In submitting this order, the parties requesting service acknowledge that they have read and understand the Terms and Conditions on the reverse side of this order form and agree to accept the terms therein.

TERMS AND CONDITIONS

1. Please provide the information requested on this form to ensure a timely response to this request.
2. Return **all** copies to the LACC **not less than thirty (30) days** prior to scheduled show.
3. If further description of food/beverage samples is necessary, please attach explanation to form.
4. Food and beverage items **NOT** manufactured, processed, or germane to the business of the exhibiting firm **MUST** be purchased from the LACC.
5. Please notify Food Services (ARAMARK) if any changes are made to original request.
6. Method of trash disposal, perishable food items, and cooking material from the exhibit booths will be subject to review and approval of the LACC.
7. Dispensing, storage, and disposal of food/beverage product is the responsibility of the exhibitor and must meet all provisions required by the LACC and local public health agencies.
8. Companies approved for dispensing food or beverage must provide liability insurance **prior** to dispensing of product.

The following endorsements must be included:

- a. **COMPREHENSIVE GENERAL LIABILITY** with a minimum limit of \$1,000,000 for each occurrence. Insurance must include product and vendor liability, blanket contract liability, water damage legal liability and independent contractor's liability.
 - b. **WORKER'S COMPENSATION AND EMPLOYEE LIABILITY** with a minimum limit of \$1,000,000 for each occurrence.
 - c. The coverage must include the City of Los Angeles, the Los Angeles Convention Center, and ARAMARK Sports and Entertainment Services, LLC.
 - d. Insurance provided shall be in form and issued by companies authorized to do business in the State of California.
9. **ALCOHOLIC BEVERAGES**

Distribution of alcoholic beverages in pre-approved sample portions requires the following:

- a. Additional insurance coverage for liquor and host liability in the amount **not less than** \$1 million.
- b. Sample portions restricted to 1 ounce for beer; 1 ounce for wine; and ¼ ounce for liquor.
- c. Purchase and handling of alcoholic beverages required through appropriate agencies.

Please direct all inquiries to : ARAMARK
Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015
(213) 741-1151, X4512

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY



PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080

NAME OF EVENT			EVENT DATES			BOOTH NUMBER			
EXHIBITING FIRM/COMPANY						ON SITE SHOW CONTACT (PLEASE PRINT)			
ADDRESS				CITY		STATE		ZIP	
TELEPHONE			FAX			E-MAIL			
CREDIT CARD CHARGE AUTHORIZATION									
☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA									
ACCOUNT NUMBER								EXP. DATE /	
MO. / YEAR								STATE	ZIP
Card Holder's Billing Address - IF DIFFERENT FROM ABOVE									
CITY			STATE			ZIP			
PRINT CARD HOLDER'S NAME			CARD HOLDERS' SIGNATURE X				DATE		

DO NOT SEND EMAILS CONTAINING SENSITIVE, PERSONAL INFORMATION LIKE CREDIT CARD NUMBERS, CHECK NUMBERS, ETC

Please complete the information requested and return this form with your service orders. You may choose to pay by credit card, or check; however, **we require your credit card authorization to be on file with LACC.** Full payment or credit card authorization must be received 21 days prior to the first show day to qualify for the discount on pre-show orders. Payment or credit card authorization received after cut-off date will be charged at the on-site order rate. **LACC will use this authorization to charge your credit card for any additional charges incurred as a result of on-site orders placed by your representative(s).**

TOTAL FROM EACH ORDER FORM

ELECTRICAL	\$	
ELECTRICAL LABOR (Move-in & Move-out)	\$	
(Electrical Labor invoices will be calculated according to actual hours worked.)		
TELECOMMUNICATIONS	\$	
TELECOMMUNICATIONS LABOR	\$	
TOLL AND LONG DISTANCE CHARGES	\$	(Billed at the close of the event)
PLUMBING	\$	
PLUMBING LABOR	\$	
BUILDING PERMIT FEE	\$	
OTHER (specify) _____	\$	
OTHER (specify) _____	\$	
OTHER (specify) _____	\$	

Los Angeles Convention Center Federal Tax ID #95-6000-735

TOTAL AMOUNT DUE

Make check payable to the **LOS ANGELES CONVENTION CENTER** or indicate the amount to be charged to the credit card on pre-show orders.

1. No. _____ Date _____ Amount \$ _____
Checks must be drawn on U.S. Bank and in U.S. currency.

OR

2. Charge credit card for pre-show orders in the amount of \$ _____

FOR OFFICE USE ONLY

Date received _____

Discount Cut-off Date _____

ORIGINAL (Exhibitor Services)
YELLOW (Exhibitor)

NO. CCA



Lead Retrieval Devices Are Now Available to Order for the IDEA World Fitness Convention August 4-7, 2010!

Frequently Asked Questions...

What is Lead Retrieval?

Maximize your lead success with our affordable and easy to use MicroScanners, unobtrusive Lead Collection for a more successful Trade Show!

It's more important than ever to capture every solid lead to gain competitive advantage. No more misplaced business cards or tedious data entry to keep you from following up on your valuable leads! Be more successful by spending your time converting your leads obtained at trade show events into sales with ONLINE-REG.COM's lead retrieval service. You'll have your leads in your database without all the time and trouble.

How does Lead Retrieval work?

Every officially registered attendee (***consumers visiting the expo floor are not included***) receives a name badge for the event with a unique barcode printed on the badge. Whether you are on the exhibit floor, or socializing at one of the networking events, you can collect contact information from every registered attendee you meet with a fast and simple scan of their name badge. Easily capture the prospect's information without making them fumble for a business card or writing down their contact information.

- ***Special note, consumers visiting the expo floor cannot be scanned for contact information. Exhibitors who wish to collect this from consumers will need to either obtain business cards or register their personal information by some other means inside your booth.***

How do I get my leads?

At the end of the event you simply return the MicroScanner to the Lead Retrieval desk and we take it from there! A link to our innovative Lead Management System will be emailed to you within 24-48 hours after the event providing you with electronic contact records for each and every lead. Send follow up messages right from our system and then click on the download button and an excel spreadsheet will be placed onto your desktop! This spreadsheet can easily be downloaded into most contact management databases (Outlook, ACT, Salesforce, etc...)

iExchange - Reverse Lead Retrieval, what's that?

As an added value, our system provides *your contact information to each person you scan* - for easy upload to the prospect's own database, so they can follow-up with you - in reverse! Attendees will also receive a link to our Lead Management system to view all of the exhibitors that scanned them. They can also communicate with you and download your exhibitor contact information and any marketing materials you may have posted on the Online Exhibitor Community.

Exhibitor Lead Retrieval Program

Get the most out of your networking and sales follow up!



MicroScanner - So affordable, so easy to use, everyone from your company should have one for use throughout the event – not just at the trade show! Multi-Scanner discount available!

The MicroScanner easily fits into a pocket or purse, and lightweight enough to hang comfortably and unobtrusively on your neck with a lanyard. When you meet an officially registered attendee you would like to follow up with (consumers are not included) - just point, click, and scan the barcode found on the attendee's name badge.

No matter where you are throughout the entire event, on the trade show floor, in a session, social event, or at lunch, you never know who you might meet, be sure to have our MicroScanner with you for easy contact information collection!



ProScanner – Great functionality with on-screen custom qualifiers, note taking, and live “Push to the Web” data for immediate access from any computer.

IDEA Health & Fitness Association has negotiated a special price and an extended exhibitor use for both scanners, so you can keep the device for the entire event – from the very first day to the closing of the conference! Imagine, no more stacks of collected business cards collected that never seem to make it into your database!

Either scanner gives you the flexibility to mark each scan with a choice of up to 16 free Custom Qualifiers or action codes that you provide, a \$25 value, at no charge to IDEA exhibitors if you **take advantage of our special “early bird” pricing.**

Innovative Lead Management System ~ At no additional cost, you will have access to our web-based proprietary lead management system to create groups from your collected scans and send personalized thank you messages, invitations, special offers, or other important information. When you are finished sending custom messages, your scans are easily imported into Outlook, Salesforce.com, or similar databases.

Attendees Can Get in the Act, Too! As an added value, every registered attendee scanned will receive an electronic record with the contact information of each exhibitor who has scanned them - so attendees can follow-up with you - enriching your trade show productivity!

Order today! On-site availability will be limited.

Affordable. Smart. Green.

Exhibitor Order Form - Special IDEA World Pricing!



FITNESS CONVENTION™

Order Online at

www.online-reg.com/IDEA

**Early Bird Deadline 7/24/10
or Fax this form to 512-467-0042**

3909 Berryhill Way
Austin, TX 78731

Sales & Information: 512-467-0041
Fax: 512-467-0042

Person to Receive Leads:

Name:	Company:
Phone:	Email:

Billing Contact (if different from above):

Name:	Company:
Phone:	Email:

Onsite Contact Information:

Pickup Contact:	Booth #:
Mobile Phone:	Email:

Item	Discounted Pricing		Quantity	Total
MicroScanner	Early Bird	Late Pricing		
1.26"W x 2.44"L x 0.63"D)	Ends 7/24/2010	After 7/24/10		
				
MicroScanner	\$225.00	\$275.00		
Additional MicroScanners*	\$99.00	\$99.00		

Priced so everyone can afford to have their own MicroScanner for fast, easy lead collection!

ProScanner	Early Bird	Late Pricing		
2.5"W x 5.2"L x 0.9"D)	Ends 7/24/2010	After 7/24/10		
				
ProScanner	\$375.00	\$425.00		

Latest Technology, Smart Compact Design, Add Custom Notes to Scans, Immediate Data Availability, Color Screen

Optional Custom Qualifiers: Tag Each Scan with Action Codes				
Create 16 Custom Qualifiers	Early Bird Free	\$25.00		
	Early Bird	Late Pricing		
Lead Retrieval Total >>>>				
Create up to 16 Custom Qualifiers Below - 26 Characters Maximum - Include Spaces				
1 Example: Hot Lead - call now		2		
3		4		
5		6		
7		8		
9		10		
11		12		
13		14		
15		16		
Credit Card Payment				
Card Type: Mastercard _____ Visa _____ American Express _____ Discover _____				
Card #:				
Expiration Date:				
Security Code: (Required)				
Cardholder Name:				
Billing Address:				
City, State and Zip Code:				
I authorize use of this credit card to be used as payment for this contact subject to the terms and conditions below.				
Authorized Signature:				
Terms and Conditions: All cancellations are subject to a \$50 Cancellation Fee. Cancellations within 2 weeks of the event described above will be subject to a 50% Cancellation Fee and No Refunds will be made if cancelled within 5 days of the event. Equipment is subject to availability. Please return the equipment to the Lead Retrieval desk within 1 hour following the close of the event. Customer is responsible for the value of all lost, damaged, stolen or unreturned equipment and will be secured by the above Credit Card for the full replacement cost in addition to the service charges described above.				
Thank You For Your Order!				
Online-Reg.com All Locations San Diego Las Vegas San Francisco Anaheim Los Angeles Seattle Phoenix Austin Dallas Boston New York City Philadelphia Washington D.C. Atlanta Orlando Chicago Barcelona				

Official Audio-Visual/Computer Rental

Qty	EXPO PLUS RENTS PLASMA DISPLAYS FULL EVENT RATES	Full Show	Total
	50" PLASMA DISPLAY CIRCLE: WALL MNT OR DESKSTAND	\$ 900.00	
	42" PLASMA DISPLAY CIRCLE: WALL MNT OR DESKSTAND	\$ 750.00	
	72" DUAL POST STAND FOR PLASMA OR LCD MONITORS	\$ 125.00	
Qty	EXPO PLUS RENTS LCD DISPLAYS FULL EVENT RATES	Full Show	Total
	32" VIDEO/DATA 1366 X 768 WIDESCREEN LCD TV 16:9	\$ 695.00	
	20"1600X1200 BLACK LCD FLAT PANEL 4:3 WITH DESKSTAND	\$ 265.00	
	19" HP/VIEWSONIC 1280X1024 LCD FLAT PANEL 4:3 WITH DESKSTAND	\$ 175.00	
Qty	EXPO PLUS RENTS DESKTOPS/LAPTOPS FULL EVENT RATES	Full Show	Total
	DESKTOP: PENTIUM IV 3.0GHZ 2GB/80GB/CDRW/DVD/100/1000 NIC	\$ 225.00	
	DESKTOP: INTEL CORE 2 DUO 2.4GHZ/2GB/160GB/DVD-RW /100/1000 NIC	\$ 150.00	
	LAPTOP: INTEL CORE 2 2.0GHZ 2GB/80GB/CDRW/DVD/WI-FI 17" SCREEN	\$ 225.00	
	22" TOUCHSCREEN DESKTOP CORE 2 DUO 2.16 GHz (4GB Ram)	\$ 450.00	
Qty	EXPO PLUS RENTS APPLE FULL EVENT RATES	Full Show	Total
	Desktop: Apple 20" IMAC Intel Core Duo 2.0 GHz (2GB Ram)	\$ 350.00	
	Desktop: Apple PowerMac Dual G5 1.8 GHz (1GB Ram)	\$ 295.00	
Qty	EXPO PLUS RENTS FULL EVENT RATES	Full Show	Total
	DVD PLAYER WITH REMOTE	\$ 150.00	
	BLUE RAY DVD PLAYER	\$ 245.00	
	VHS VCR W/REMOTE	\$ 95.00	
	JBL PRO SPEAKERS W/TRIPOD STAND (SET OF 2)	\$ 195.00	
	WIRELESS MICROPHONE KIT: LAVALIER, HEADSET, HANDHELD	\$ 225.00	
	HP 4200N 35PPM LASERJET PRINTER, 10/100	\$ 195.00	
	1024X768, 3000 LUMENS LCD PROJECTOR W/LOCKDOWN CABLE	\$ 550.00	
	8X8 TRIPOD SCREEN (OTHER SCREEN SIZES AVAILABLE-PLEASE CALL)	\$ 125.00	

All rates are for the full length of event!

Sub-Total	
Delivery/Pickup Fee	\$ 175.00
Tax @ 9.15	
Total	

To Place Your order: Fill out the form and fax to 404-699-9827 or email aletts@ExpoPlus.com
You will receive an email confirmation on the next business day.

Official Audio-Visual/Computer Rental

Call Abby Letts with questions or for unlisted items at 404-699-0650 or email aletts@ExpoPlus.com

All rates are for the full length of event!

Delivery Date:	_____	Del Time (2 Hour Window):	_____
Pickup Date:	_____	Pickup Time (2 Hour Window):	_____
Booth Name:	_____	Booth Number:	_____
Contact 1:	_____	Cell Number:	_____
Contact 2:	_____	Cell Number:	_____
BILLING INFORMATION			
Payment Method:	_____ AMEX _____ MC _____ Visa _____ Check in Advance (Must arrive 72 hours prior to delivery)		
Credit Card #:	_____	Exp Date:	_____
Name on Card:	_____		
Billing Address	_____	City:	_____ State: _____ Zip: _____
Billing Contact:	_____ Phone: _____		
Email Address:	_____		

To Place Your order: Fill out the form and fax to 404-699-9827 or email aletts@ExpoPlus.com
You will receive an email confirmation on the next business day.

Show Name: _____

Show Dates: _____

Show Location: _____



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convention • plant • services
(770)507-6777
plant@tlc-florist.com
www.tlc-florist.com

FLORAL ORDER FORM

We would like to order the following items for our exhibit:

Quantity	Item	Unit Price	Total Price
_____	Flower Arrangements-Designer's Choice only. See "Custom designed arrangements" to specify colors, size, style, or type flowers.	\$50.00	_____
_____	Custom designed arrangements	\$60.00-300.00	_____
	Colors _____		
	Width _____ Height _____		
	Other _____		
_____	Azaleas (circle one: pink, red, white)	\$35.00each	_____
_____	Mums (circle one: white, yellow, bronze, lavender)	\$20.00each	_____
_____	Small Fern	\$25.00each	_____
_____	Large Fern	\$35.00each	_____
_____	Ivy & Pothos	\$35.00each	_____
_____	Bromeliads	\$35.00each	_____
_____	2 foot green plants	\$29.95each	_____
_____	3 foot green plants	\$39.95each	_____
_____	4 foot green plants	\$49.95each	_____
_____	5 foot green plants	\$59.95each	_____
_____	6 foot green plants	\$69.95each	_____
_____	7 foot green plants & up please call for pricing	_____	_____
	SUBTOTAL		_____
	SALES TAX		_____
	TOTAL		_____

CONTAINERS – ___BLACK___WHITE___WICKER

Chrome, Brass, and Terra Cotta, etc are available.
Please call for pricing.

TLC Designers can provide the following:

- **Water Features**
Fountains
Ponds
Water falls
Swamps
- **Garden Areas**
Tropical (beach scenes;
rain forests)
Seasonal (Spring, Fall,
Holiday)
Formal (serenity garden,
English garden)
- **Border Areas**
Hedges (control flow)
Lawn or Golf (promotional)
Trees (privacy)

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for daily floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: _____ TIME: _____

Exhibitor Name: _____ Booth Representative: _____

Firm, Billing Name: _____ Purchase Order or Reference Number: _____

Booth Number: _____ Credit Card #: _____

Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)

City : _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card

Show Decorator: _____ Expo Plus _____

Phone: () _____ Fax: () _____ Authorized Signature: _____

Please return completed form with payment to: P.O. Box 54962, Atlanta, GA 30308 (770) 507-6777 (770) 474-4676 FAX
Please return overnight shipment with payments to: 2018 Walt Stephens Rd., Jonesboro, GA 30236